

Panasonic

Plain Paper Copier

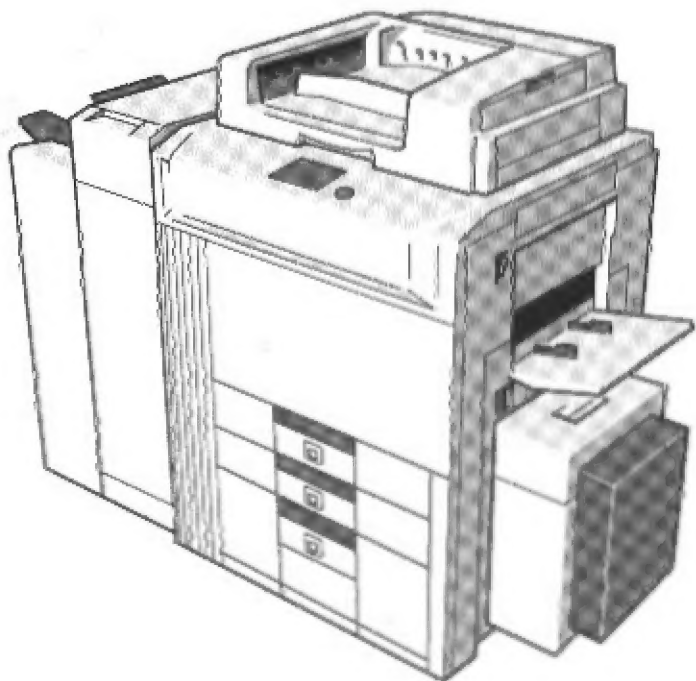
FP-7760/7781

Options

FA-S720/S730/S740/S750/S755

FA-A920/A990, FA-L3000/L3005

Operating Guide



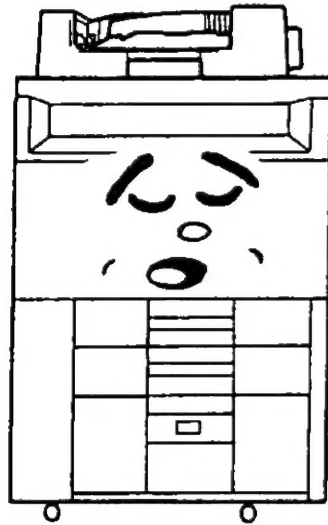
1181-C1-252A

Before operating this copier, please read these instructions completely and keep this operating guide for future reference.

The FP-7760/7781 with options
(See page 8)



As an Energy Star Partner, Panasonic has determined that this copier meets the Energy Star Guidelines for Energy Efficiency.



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What is an Energy Star Copier ?

Energy Star Copiers have a feature that allows them to automatically turn off or "go to sleep" after a period of inactivity, ensuring night and weekend shut off. This auto-feature can reduce a copier's annual electricity costs by over 60 percent. In addition, high speed copiers will be set to automatically make double sided copies. An organization's paper costs can be reduced by \$60 a month and the volume of paper sent into the waste stream will decline. It takes 10 times more energy to produce a piece of paper than it does to make a single copy on a copier. Therefore, using less paper also means decreased national energy consumption.

Recycled Paper (USA market only)

Your Copier has been designed to use Recycled Paper

For U.S.A.**WARNING**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

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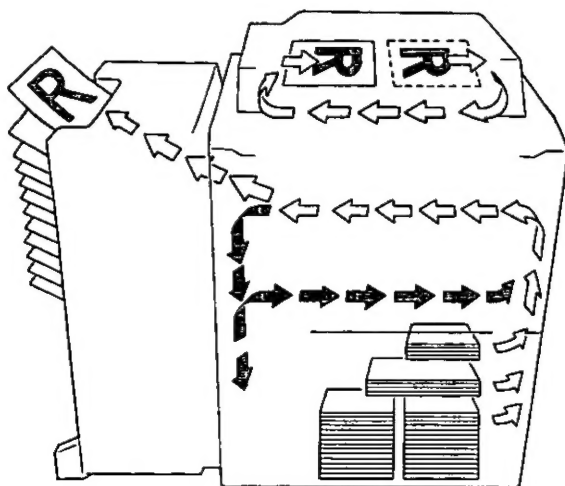
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Terms and Symbols for the Type of Originals and Copy Paper

A few special terms and symbols are used in this manual to designate types of originals and copy paper. This page explains about these terms and symbols.

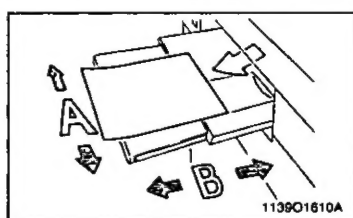
Feeding Direction (copy paper path)

In this copier system, copy paper is taken up from the right-hand side of the copier and fed through the copier toward the left-hand side, face up onto the Copy Tray. In the figure below, the direction in which the copy paper is fed, as indicated by the arrow, is called the "feeding direction."



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"Width" and "Length"

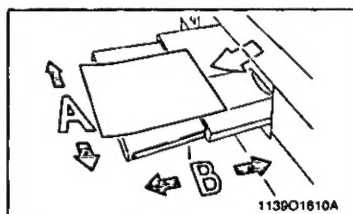


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When we talk about the size of the original or copy, we call side A "width" and side B "length."


- A Width
- B Length

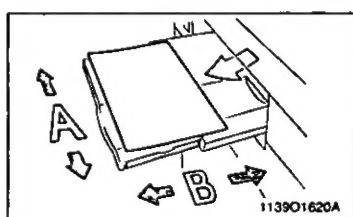
Terms and Symbols Used




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
<Lengthwise  >

When the original or copy has a "length" longer than its "width," we call it "lengthwise" and use symbol "L" or ".



113901620A

<Crosswise  >

When the original or copy has a "length" shorter than its "width," we call it "crosswise" and use symbol "C" or ".

Chapter 1

Safety Notes

This chapter explains about the operating environment, conditions, and precautions for use.

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2. *Precautions for Use* p. 3
 - Operating Environment*
 - Using the Copier Properly*
 - Moving the Copier*
 - Care of Copier Supplies*
 - Note on making multiple copies*

1. Installing the Copier

Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- ◆ A place away from a curtain or the like that may catch fire and burn easily.
- ◆ An area where there is no possibility of being splashed with water or other types of liquid.
- ◆ An area free from direct sunlight.
- ◆ A place out of the direct air stream of an air conditioner, heater, or ventilator.
- ◆ A well-ventilated place.
- ◆ A dry place.
- ◆ A dust-free location.
- ◆ An area not subject to undue vibration.
- ◆ A stable and level location.
- ◆ A place where ammonia or other organic gas is not generated.
- ◆ A place which does not put the operator in the direct stream of exhaust from the copier.
- ◆ A place which is not near any kind of heating device.

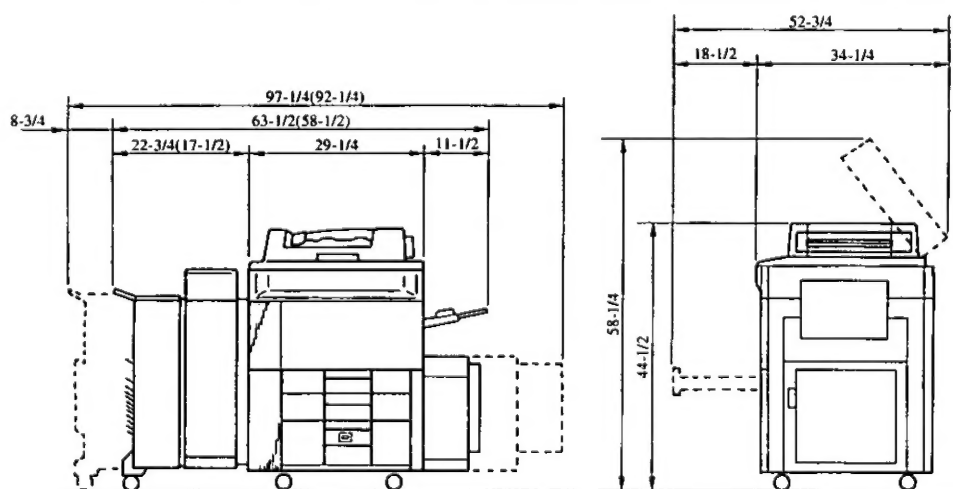
Power Source

The power source voltage requirements are as follows.

- ◆ Use a power source with little voltage fluctuation.
 - Electrical requirement : AC120V, 15A 60Hz (FP-7760)
 - AC120V, 20A 60Hz (FP-7781)
 - Voltage Fluctuation : AC120V Within $\pm 10\%$
 - Frequency Fluctuation : Within $\pm 0.3\%$

Space Requirements

To ensure easy copier operation, supply replacement, and service maintenance, adhere to the recommended space requirements detailed below. Allow a clearance of 6" or more at the back of the copier as there is a ventilation duct.



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Unit: Inch

*These dimensions represent a copier system equipped with a 20-Bin Multi-Staple Sorter or Multi-Staple Sorter Finisher. Given in () are the dimensions of a copier system equipped with a 20-Bin Sorter or 20-Bin Staple Sorter.

2. Precautions for Use

Operating Environment

The operating environmental requirements of the copier are as follows.

| | |
|-------------|---------------------------------------------------------------------------|
| Temperature | : 10°C to 35°C (50°F to 86°F) with a fluctuation of 10°C (50°F) per hour. |
| Humidity | : 15% to 85% with a fluctuation of 20% per hour. |

Using the Copier Properly

To ensure optimum performance of the copier, follow the precautions listed below.

- ◆ NEVER place a heavy object on the copier or subject the copier to shocks.
- ◆ NEVER open any doors, or turn OFF the copier while the copier is making copies.
- ◆ NEVER bring any magnetized object or use flammable sprays near the copier.
- ◆ ALWAYS insert the power plug all the way into the outlet.
- ◆ ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
- ◆ ALWAYS provide good ventilation when making a large number of continuous copies.

NOTE

= Locate the Copier in a Well Ventilated Room =

A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

REMARQUE

= Placer le copieur dans une pièce largement ventilée =

Une quantité d'ozone négligable est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve le copieur.

Moving the Copier

If you need to transport the copier over a long distance, consult your Technical Representative.

Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

- ◆ Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, cool, clean environment.
- ◆ Store paper, which has been removed from its wrapper but not loaded into the drawer, in a sealed plastic bag in a cool, dark place.
- ◆ Keep supplies out of the reach of children.
- ◆ If your hands become soiled with toner, wash them with soap and water immediately.

2. Precautions for Use

Note on making multiple copies

If the fusing temperature drops excessively during a multi-copy cycle, there is a possibility that the copying speed will be reduced. The copying speed will automatically return to normal when the fusing temperature rises enough to ensure good fusing performance.

Chapter 2

Getting to Know Your Copier

This chapter gives you a brief description of the system and preliminary information about the different parts of the system.

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 - Zoom Ratio*
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 - *Energy Saver*
 - *Interrupt*
 - *Mode Check*
 - *Access Number*

1. Typical Copies You Can Make with Your Copier

Here's a rundown of the features the copier is equipped with to turn out different types of copies. For the specific operations, see the relevant pages indicated by ➞ p.

Original ➞ Copy ➞ p. 44

1-sided ➞ 1-sided



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1-sided ➞ 2-sided



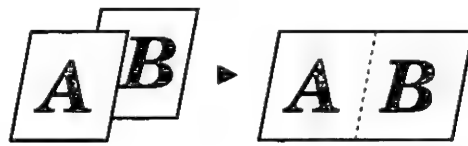
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Book ➞ 1-sided



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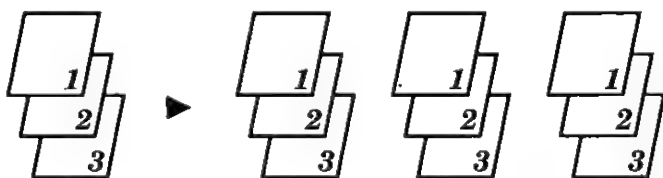
2-in-1



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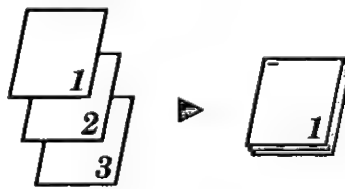
Sort ➞ p. 50

Sort



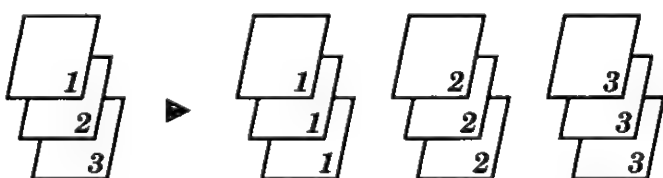
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Sort-and-Staple



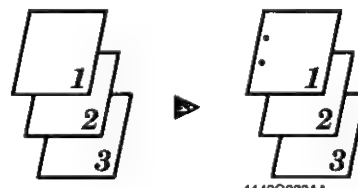
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Group



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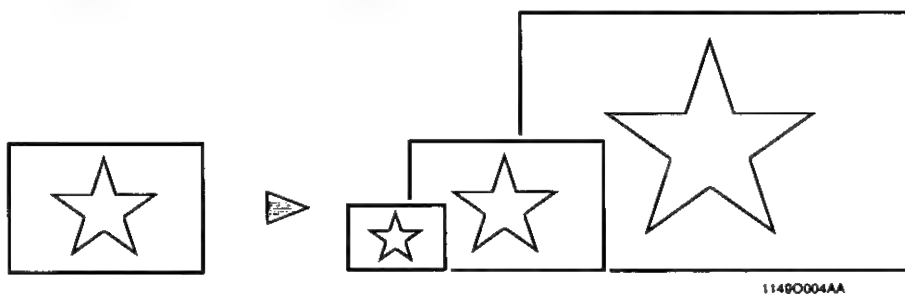
Hole Punch



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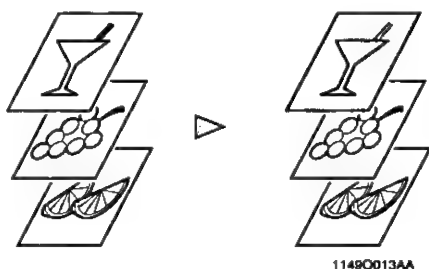
Zoom Ratio ⇨ p. 38

Reduced, Full Size, Enlarged

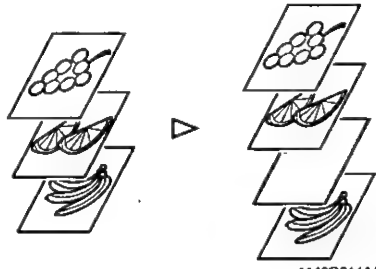


Auxiliary Functions ⇨ p. 62

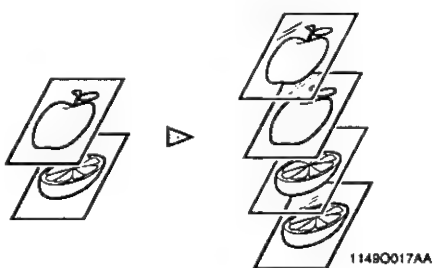
Cover ⇨ p. 62



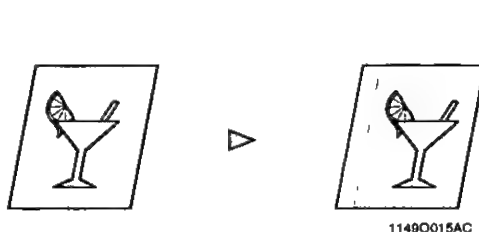
Page Insertion ⇨ p. 66



OHP Interleaving ⇨ p. 72



File Margin ⇨ p. 76

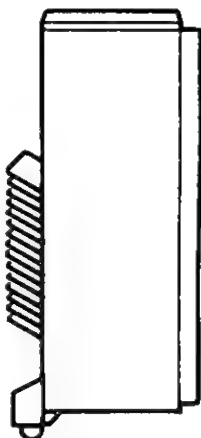


Erase ⇨ p. 78



2. System Overview

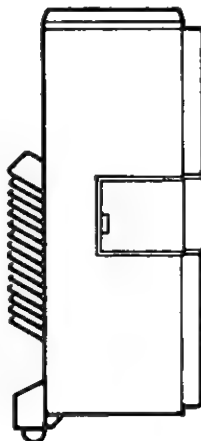
FP-7760 and Options



11340088AA

20-Bin Sorter FA-S720 <Option>

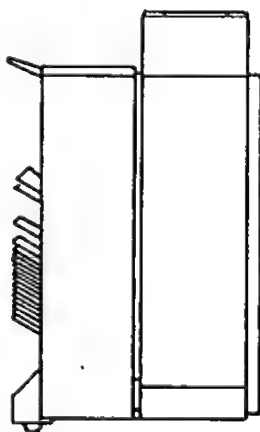
Permits sorting or grouping copies into up to 20 copy sets or stacks.



11360059AA

20-Bin Staple Sorter FA-S730 <Option>

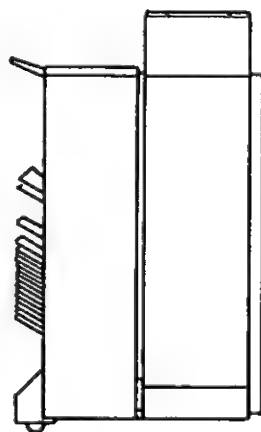
Automatically staples, and/or punches holes in, copy sets or stacks that are sorted or grouped by the same function as that of FA-S720.



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20-Bin Multi-Staple Sorter FA-S740 <Option>

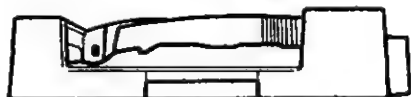
Offers three types of stapling functions, in addition to the functions provided by the FA-S730.



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Multi-Staple Sorter Finisher FA-S750 <Option>

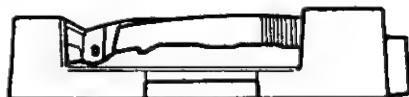
Permits sorting of copies into 20 or more copy sets at one time, in addition to the functions provided by the FA-S740.



1161O044AA

i-ADF(Inverting Automatic Document Feeder) FA-A920 <Option>

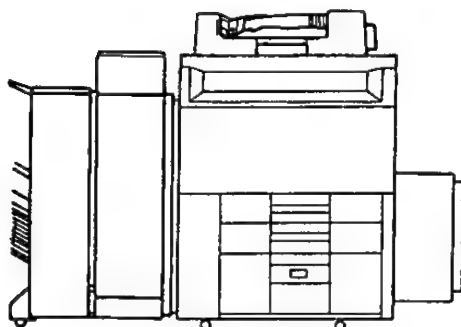
In addition to being capable of feeding in sheet originals one at a time, it can automatically turn over the original for the making of copies from 2-sided originals.



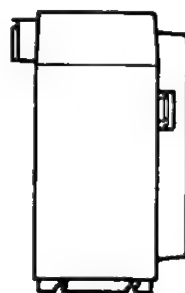
1161O044AA

RDF(Recirculating Document Feeder) FA-A990 <Option>

Capable of automatically reloading an original set, in addition to offering the functions provided by the FA-A920.



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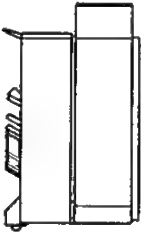


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3000-Sheet Large Capacity Cassette FA-L3000 <Option>

Holds up to 3,000 sheets of copy paper (20 lbs.).

FP-7781 and Options



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Multi-Staple Sorter Finisher FA-S755 <Option>

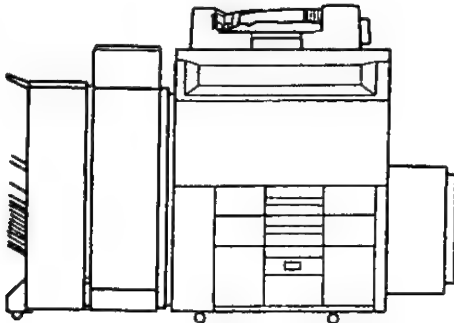
Permits sorting, grouping, sort-stapling or punching copies into up to 20 copy sets or stacks.



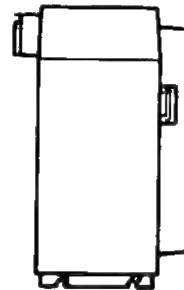
11610044AA

RDF(Recirculating Document Feeder) FA-A990 <Option>

In addition to being capable of feeding in sheet originals one at a time, it can automatically turn over the original for the making of copies from 2-sided originals. Also, capable of automatically reloading an original set.



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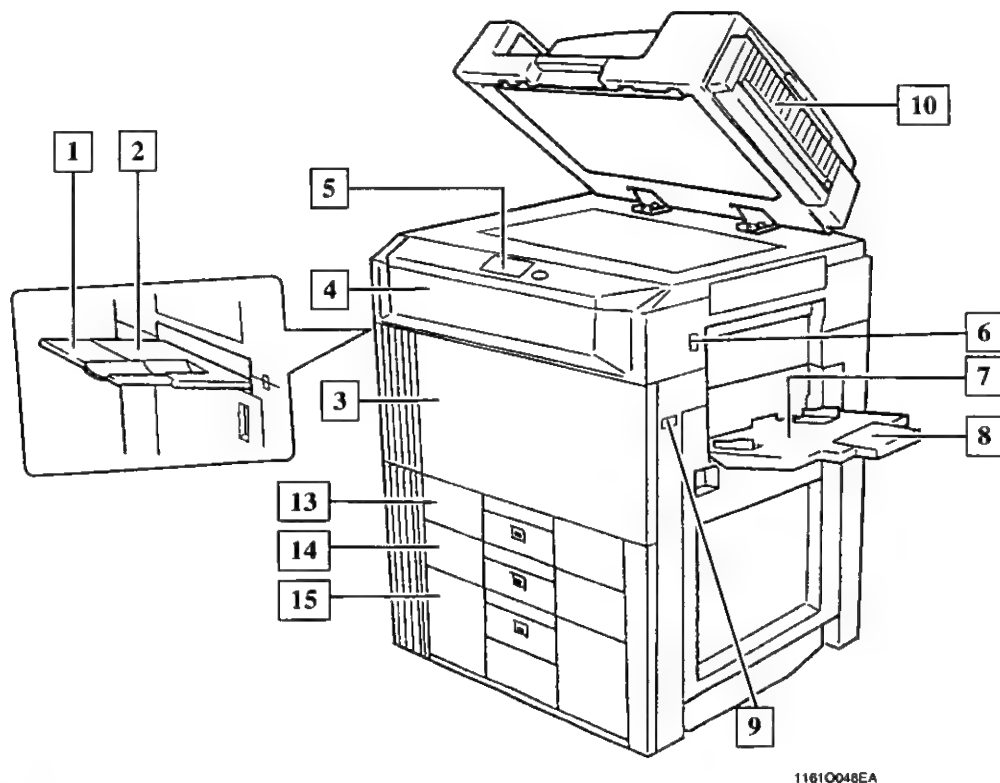


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Large Capacity Paper Cassette FA-L3005 <Option>

Holds up to 3,400 sheets of copy paper (20 lbs.).

3. Copier Parts and Accessories

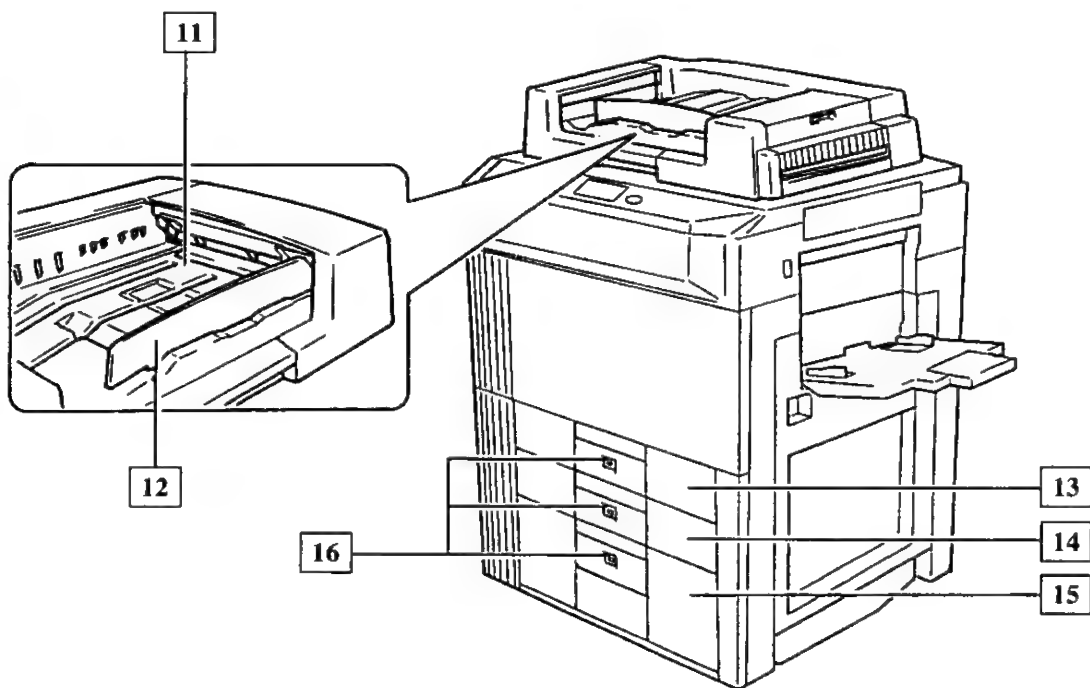


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Copier

- | | | |
|-----------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Exit Tray Extender* | : Slide this Extender out when making copies on large-size paper. |
| 2 | Exit Tray* | : Holds copies fed out of the copier. |
| 3 | Front Door | : Open to clear a paper misfeed. ⇨ p. 116 Closing the Front Door after a misfeed has been cleared will turn the misfeed warning message on the control panel OFF. |
| 4 | Upper Front Door | : Open to replace the Toner Bottle. ⇨ p. 110 |
| 5 | Control Panel | : Use to start a copy cycle or to make copying job settings. (See) Control Panel Keys and Touch Panel. ⇨ p. 16 |
| 6 | Power Switch | : Use to turn the copier ON and OFF. ⇨ p. 20 |
| 7 | Intelligent Multi Bypass Tray | : Use for manual feeding of copy paper into the copier. ⇨ p. 33 |
| 8 | Extender | : Slide this Extender out to make copies on large-size copy paper. |
| 9 | Total Counter | : Shows the total number of copies made so far. |
| 10 | Single Feed Tray | : Insert a single sheet of original into the tray to make a copy or copies of it. ⇨ p. 32 |

* NOTE: The Exit Tray with Tray Extender is available as spare parts only.



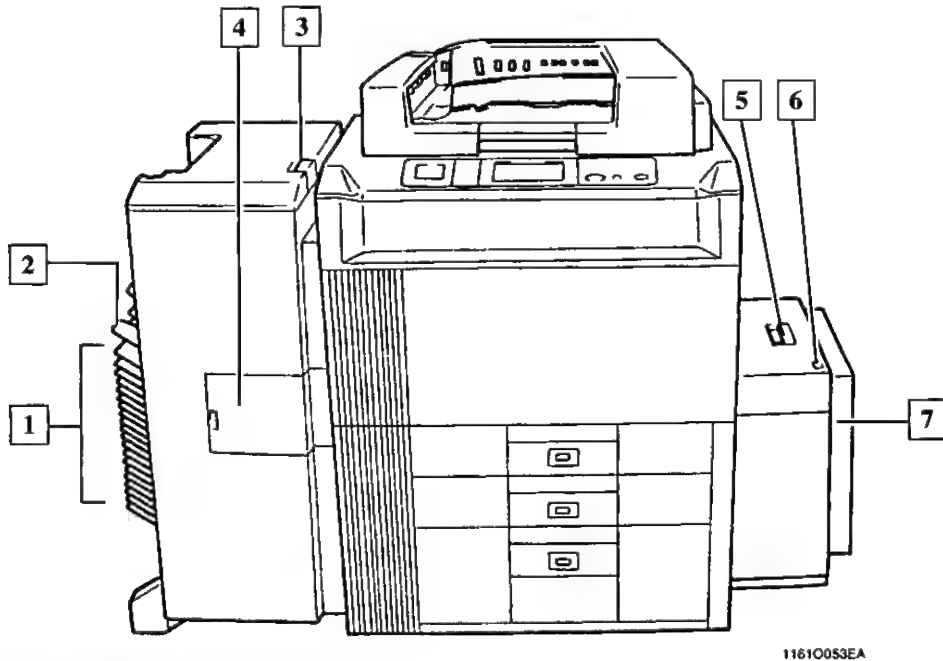
1161O051EA

i-ADF/RDF

- 11 Document Feed Tray** : Load the originals face up on this tray. ⇨ p. 28
- 12 Document Guide Plate** : Slide the plate as necessary to the size of the originals. ⇨ p. 28

Drawer of Copier

- 13 1st Drawer** : Holds up to 550 sheets of copy paper. ⇨ p. 106
- 14 2nd Drawer** : Holds up to 550 sheets of copy paper. ⇨ p. 107
It can accommodate paper of different sizes.
- 15 3rd Drawer** : Holds up to 2,700 sheets of copy paper. ⇨ p. 108
- 16 Paper Descent Key** : Press before sliding the Drawer out of the copier.



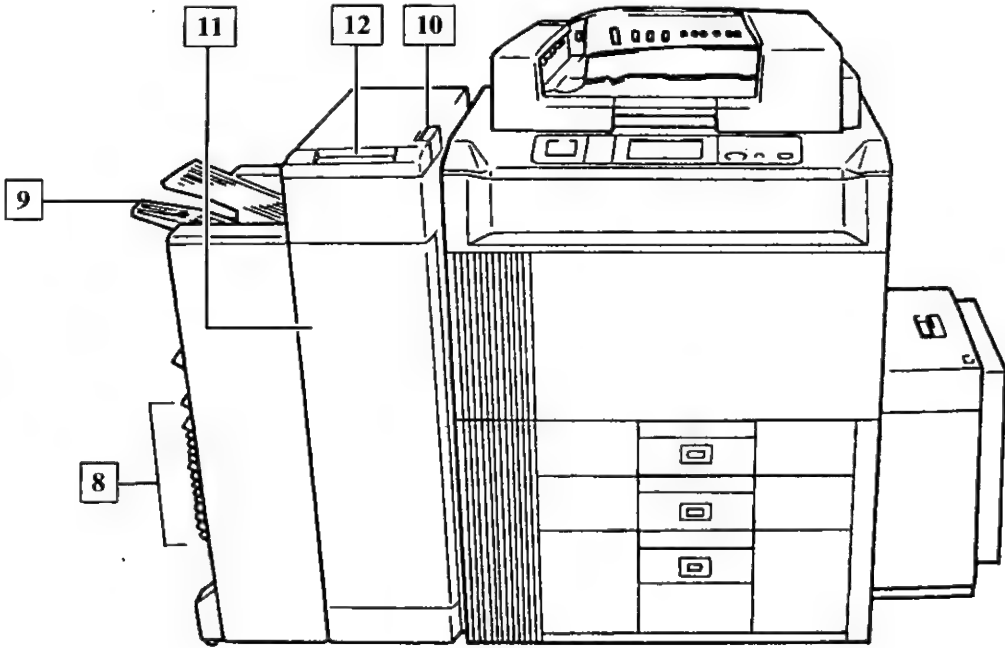
11610053EA

20-Bin Sorter/20-Bin Staple Sorter

- | | | |
|----------|------------------------------------|----------------------------------------------------------------------------------------------------------|
| 1 | Sort Bins (1st to 20th Bin) | : Each is capable of holding up to 50 sheets of sorted or grouped copies. |
| 2 | Non-Sort Bin | : Holds up to 100 copies fed out in the Non-Sort mode. |
| 3 | Sorter Grip | : Grasp and press here to slide the Sorter away from the copier to clear a misfeed or other service job. |
| 4 | Staple Cover | : Open to replace the Staple Cartridge. ➔ p. 112 *20-Bin Staple Sorter only. |

Large Capacity Paper Cassette

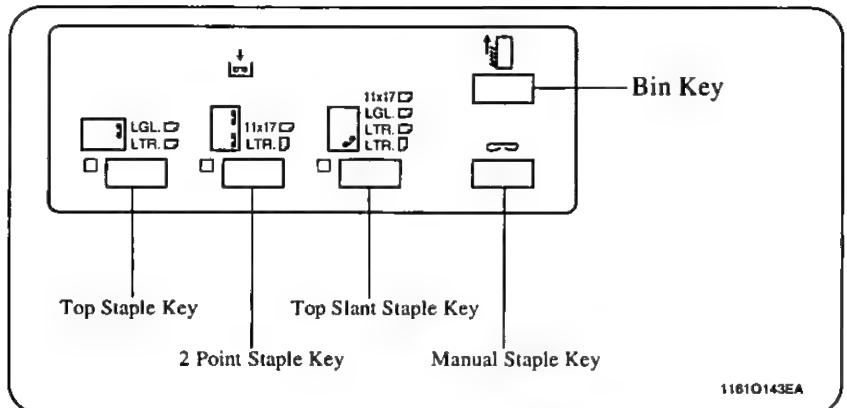
- | | | |
|----------|--------------------------------|---------------------------------------------------------------------------------------------------------|
| 5 | Lock Release Lever | : Use to unlock the Cassette from the copier for clearing a misfed sheet of paper or other service job. |
| 6 | Paper Plate Descent Key | : Press to lower the paper plate. |
| 7 | Cassette Door | : Open to add paper or clear a misfed sheet of paper. |



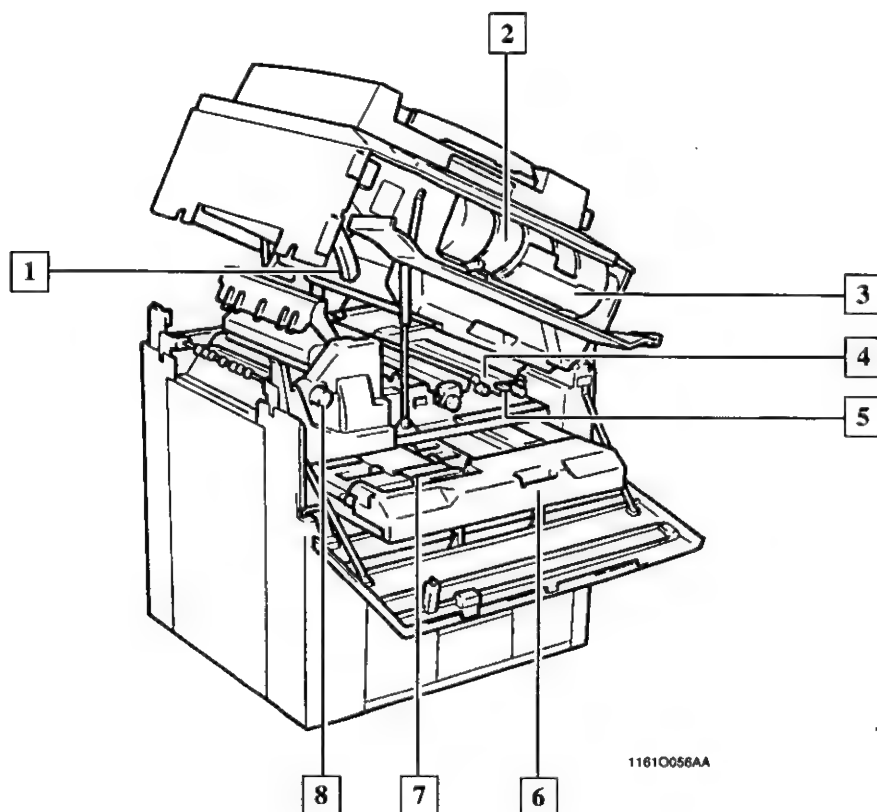
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20-Bin Multi-Stacker/Multi-Stacker Finisher

- | | |
|--------------------------------------|----------------------------------------------------------------------------------------------------------|
| 8 Sort Bins (1st to 20th Bin) | : Each is capable of holding up to 50 sheets of sorted or grouped copies. |
| 9 Non-Sort Bin | : Holds up to 250 (Multi-Stacker) or 200 (Multi-Stacker Finisher) copies fed out in the Non-Sort mode. |
| 10 Sorter Grip | : Grasp and press here to slide the Sorter away from the copier to clear a misfeed or other service job. |
| 11 Sorter Door | : Open to replace the Staple Cartridge. ⇨ p. 114 Open to clear a paper misfeed. ⇨ p. 116 |
| 12 Sorter Panel | : Use when stapling copies manually. ⇨ p. 54 |

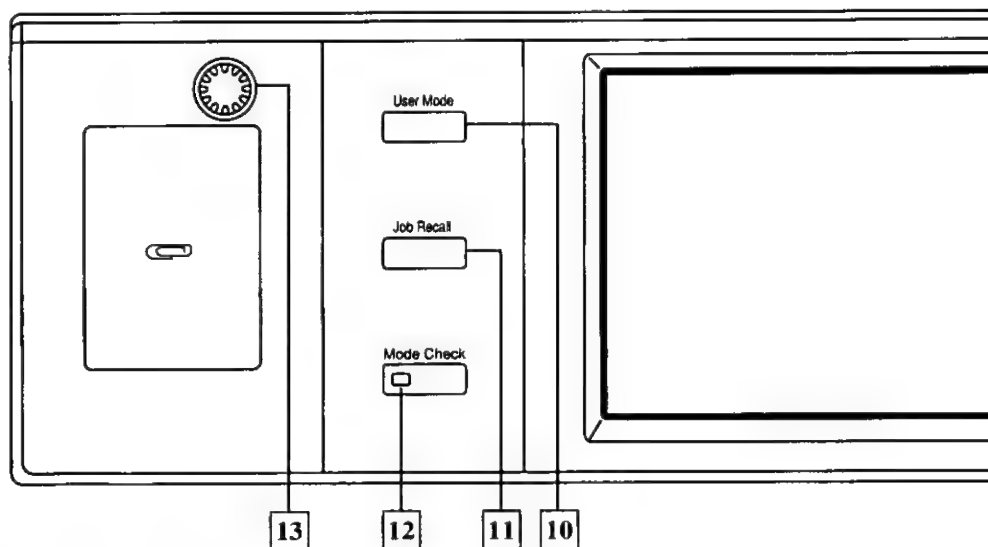


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- | | | |
|----------|-----------------------------------------|---------------------------------------------------------------------------------------------|
| 1 | Unlocking Lever | : Turn clockwise to swing up the Upper Half of the copier to clear a paper misfeed. |
| 2 | Toner Bottle | : Contains Toner. Replace it with a new one when the warning message tells you to. ⇨ p. 110 |
| 3 | Toner Bottle Holder | : Swing open to replace the Toner Bottle. ⇨ p. 110 |
| 4 | Misfeed Removal Knobs (M2, M4) | : Use to clear a misfed sheet of paper. ⇨ p. 118 |
| 5 | Misfeed Removal Guide Plate (M3) | : Use to clear a misfed sheet of paper. ⇨ p. 118 |
| 6 | Duplex Unit (D1) | : Turns over 1-sided copies for making 2-sided copies. ⇨ p. 120 |
| 7 | Misfeed Removal Guide Plate (D2) | : Use to clear a misfed sheet of paper. ⇨ p. 120 |
| 8 | Misfeed Removal Knob (M1) | : Use to clear a misfed sheet of paper. ⇨ p. 118 |

4. Control Panel Keys and Indicators



- 1 Touch Panel**
- Shows various screens and messages.
- (See) Touch Panel ⇨ p. 18

- 2 Start Key**
- Press to start a copy cycle.
 - If pressed while the copier is warming up, it enables the Auto Copy Start Function. ⇨ p. 21
 - Press to allow the copier to feed out any copy present inside during a 2-sided copying cycle.

- 3 Clear Key**
- Press to:
- Reset the multi-copy entry to 1.
 - Clear a zoom ratio entered when setting one from the 10-Key Pad.
 - Eject any original left on the Original Glass when a document feeder is being used.
 - Clear the original count and Access code.

- 4 Stop Key**
- Press to stop a multi-copy cycle.
 - Press to cancel the Auto Copy Start function.

- 5 Panel Reset Key**
- Press to set the copier into the initial mode, clearing all settings made previously on the control panel. ⇨ p. 21

Note: It does not, however, clear the contents of the zoom and job program memory and the settings made immediately before the Interrupt mode.

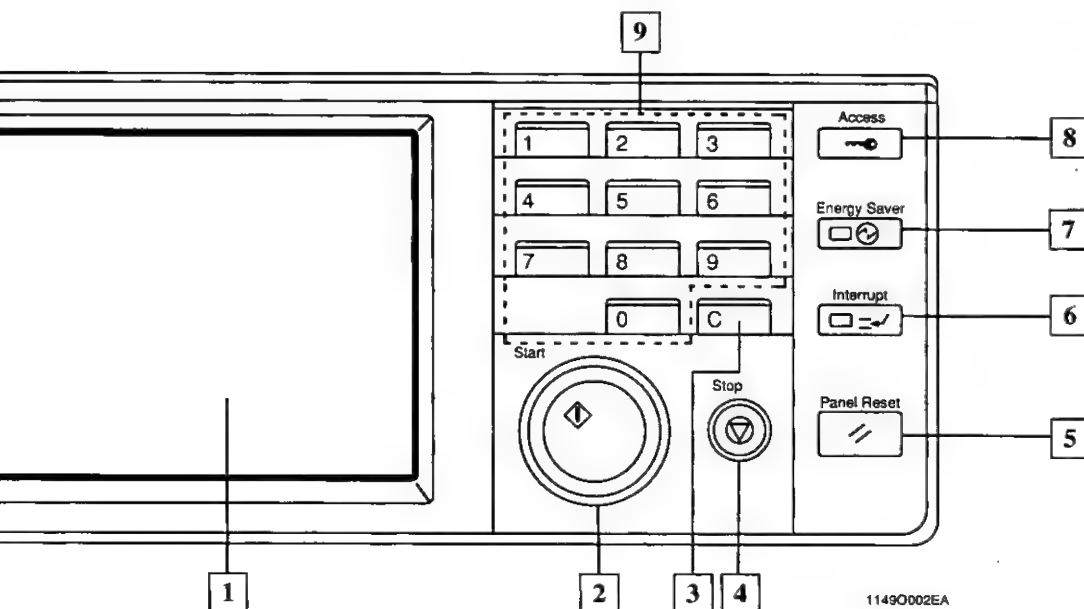
- Press to move the Sorter Bins upward after a copy cycle has been completed. ⇨ pp. 21, 57
- Eject any original left on the Original Glass when a document feeder is being used.

- 6 Interrupt Key** ⇨ p. 22
- Press to interrupt a current job with a different one. It should be noted that you cannot interrupt a duplex job.
 - Press it again to return to the previous job.
 - Press to stop a multi copy cycle (except when the copier is in an interrupt mode).

- 7 Energy Saver Key**
- Press to set the copier into the Energy Saver mode. ⇨ p. 21

- 8 Access Mode Key**
- Press to enter the access number. ⇨ p. 22

Note: This key becomes valid only when Copy Track of the Administrator mode available from User's Choice is set.



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9 10-Key Pad

Use to enter:

- The number of copies to be made.
- The various numeric values.

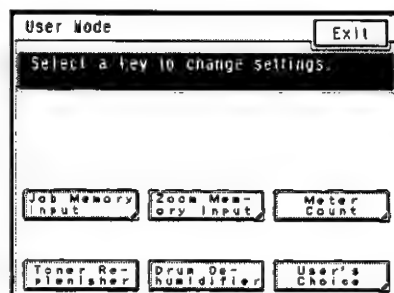
10 User Mode Key

- Press to show the User Mode menu.

User Mode

- Job Memory Input
- Zoom Memory Input
- Meter Count
- Toner Replenisher
- Drum Dehumidifier
- User's Choice

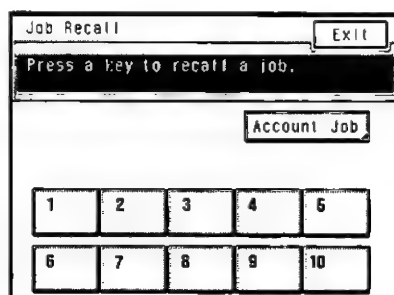
(See) Using the User Mode ⇨ p. 81



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11 Job Recall Key

- Press to show the Job Recall screen on which you can recall or check a copy-job program previously stored in memory.

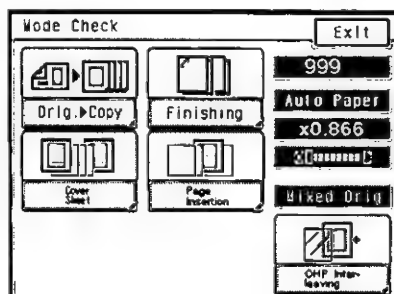
(See) Recalling a Job from Memory
⇨ p. 85

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12 Mode Check Key

- Press to show the Mode Check screen. From this screen you can access the setting screen of a particular function and change or cancel the setting as necessary.

(See) Mode Check ⇨ p. 22



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13 Display Contrast Knob

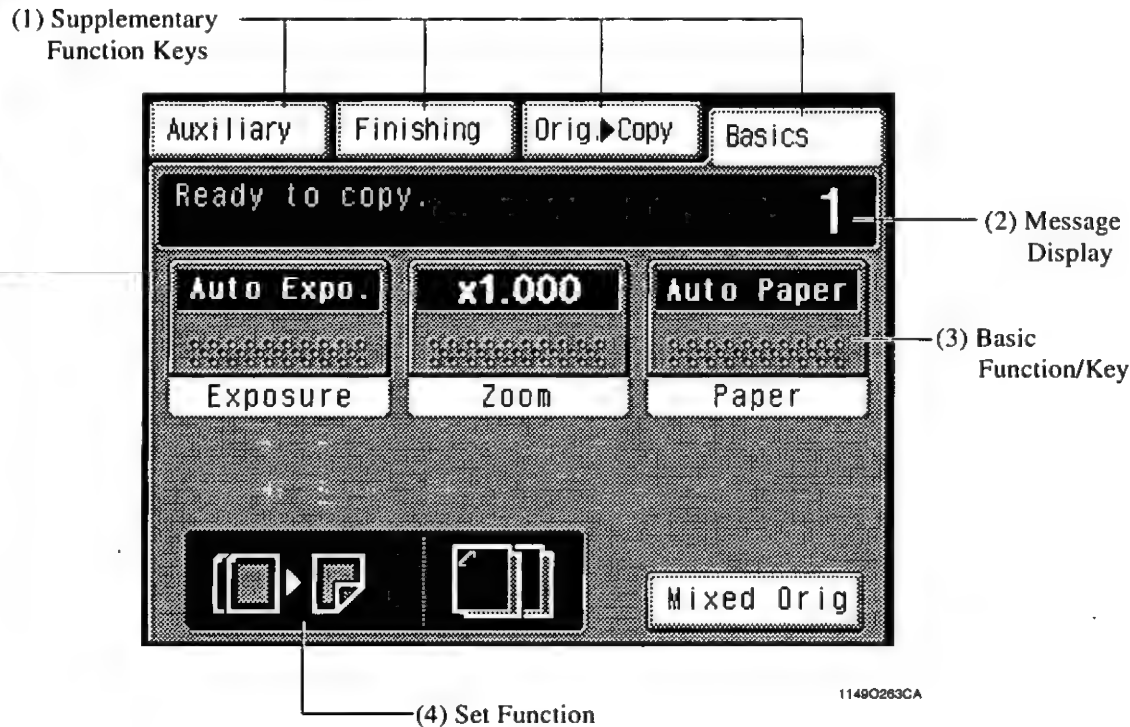
- Turn to vary the brightness of the Touch Panel.

5. Using the Touch Panel

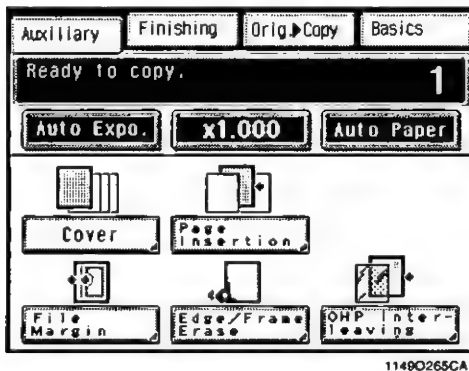
What is the Touch Panel?

When you turn ON the Power Switch, the Basic screen as shown below appears on the Touch Panel. It shows in messages and graphics the currently set functions, available functions to choose from, and the copier status.

How the Screen is Organized



(1) Supplementary Function Keys

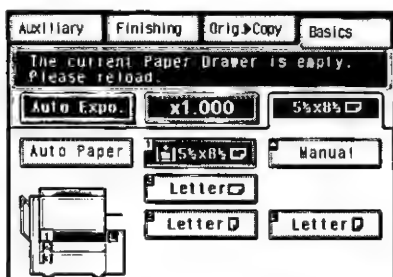


Example: Auxiliary Function

The Auxiliary, Finishing, Orig. ► Copy, and Basics keys are displayed. When any of these keys is touched, the corresponding supplementary function screen appears.

* Touching Basics returns you to the Basic screen.

(2) Message Display

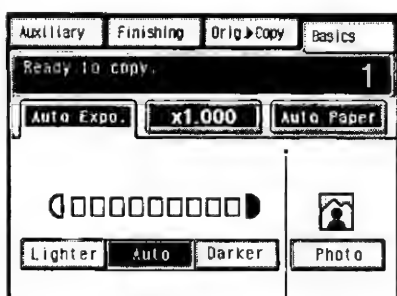


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Shows the current copier status, operating instructions and precautions, and other data including the number of copies selected.

Example: Add paper

(3) Basic Function/Key Display



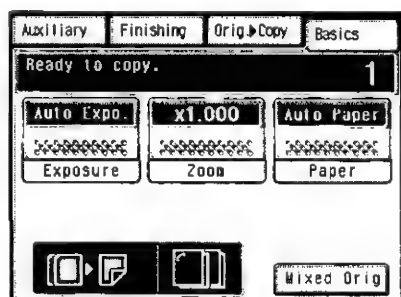
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Shows the basic function keys and the corresponding functions currently selected for use. Touching a basic function key shows the corresponding basic function screen.

*What is shown inside the key is the current setting.

Example: Exposure

(4) Set Function Display



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Shows graphic representations of the settings currently made for Orig. ► Copy and Finishing.

*When you want to check for more details of the set functions, press the Mode Check key.

◀ p. 22

Example: Orig. ► Copy : 1 ► 2
Finishing : Sort-and-Staple

Operating the Touch Panel

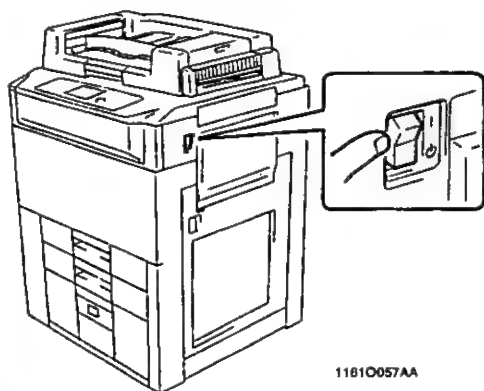
You need only to lightly touch the key shown on the Touch Panel to select or activate the function represented by the key.

NOTE

NEVER press the Touch Panel hard or use a hard or pointed object to press it, as a damaged panel could result.

6. Turning ON and OFF and Initial Mode

Turning ON and OFF



- Turning Copier ON
Press the Power Switch to the I (ON) position.
- Turning Copier OFF
Press the Power Switch to the ⏻ (OFF) position.

NOTE

The Auto Power OFF function will automatically shut down the copier a given period of time after the last activity.
➡ p. 21

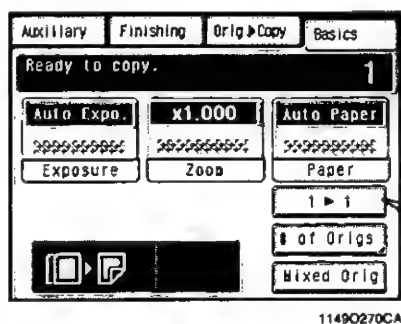
When the Copier is Turned ON

When the Power Switch is turned ON, the message "Welcome!" appears on the Touch Panel and the Start Key lights up orange.

In about 5 seconds, the message changes to "Warming up" and the Start key lights up green. If the Start key is pressed, the copier thereafter enables its auto copy start function. ➡ p. 21

Initial Mode

When the Power Switch is turned ON, the Basic screen appears on the Touch Panel. The settings on this screen are called the initial mode, serving as the reference for all panel settings to be later made.



No. of copies selected : 1
Exposure : Auto
Zoom : X1.000
Paper : Auto Paper
Finishing : Non-Sort
Orig. ► Copy : 1 ► 2

Touch this Key if you want to make 1 ► 1 copies.

Example: When the Automatic Document Feeder and Duplex Unit are mounted

Useful Tip

User's Choice can be used to change the settings of initial mode. ➡ p. 88

7. Auxiliary Functions

Panel Resetting

The Panel Reset key resets all control panel settings to default settings including the number of copies and zoom ratio.

- * If a document feeder is used, any original left on the Glass will be ejected out of the unit.
- * If the copier is equipped with a sorter and if a copy cycle is run using a finishing function, but not using the document feeder, the Sorter Bins are raised.

Useful Tips

- The Panel Reset key enables you to cancel all previous settings at the touch of the key.
- To avoid miscopy, try to press this key before making any setting for your own copy job.

Auto Panel Reset

If no key on the control panel is pressed within 60 sec. after a copy cycle has been completed or copying settings made, the Auto Panel Reset function is activated to return the copier to the default settings.

Useful Tip

The time for the copier to enter the Auto Panel Reset Function can be selected from among "30 sec.", "1 min.", "2 min.", "3 min.", or "5 min." ➡ p. 90

Auto Copy Start

If you load originals in the document feeder or place an original on the Glass and press the Start key while the copier is warming up after it has been turned ON, the Auto Copy Start function allows that copy process to be started as soon as the copier completes warming up.

Auto Power OFF

The Auto Power OFF function shuts down the copier a given period of time after the copier has been used last. The initial setting is 90 min.

Useful Tip

The time for the copier to enter the Auto Power OFF mode can be selected from 1 to 240 min. The Auto Power OFF function can even be disabled.

For details, see User's Choice. ➡ p. 92

Energy Saver

If the copier is shut down when it is not in use, it takes the copier some time to complete the warm-up cycle. Instead of turning the copier OFF, it's a good idea to use the Energy Saver mode which will minimize the time for the copier to complete the warm-up cycle to about 30 sec.

To set the copier into the Energy Saver mode, you need only to press the Energy Saver key. Or, a given period of time after the copier has been touched last, it automatically enters the Energy Saver mode. The initial setting is 15 min.

To cancel the Energy Saver mode, press any key on the control panel.

Useful Tip

The time for the copier to enter the Energy Saver mode can be selected from 1 to 240 min.

For details, see User's Choice. ➡ p. 90

NOTE

The copier is automatically shut down if the Auto Power OFF function is activated while it is in the Energy Saver mode.

7. Auxiliary Functions

Interrupt

The Interrupt function allows you to interrupt a current job and run a different one. Pressing the Interrupt key once sets the copier into the Interrupt mode. Pressing the key again lets the copier leave the Interrupt mode, returning to the previous settings.

Useful Tips

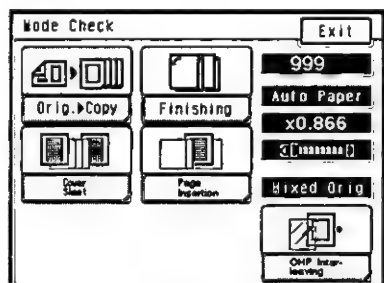
- If the current job involves 2-sided copying, Page Insertion, OHP Interleaving, or Cover, the copier rejects an Interrupt cycle.
- Pressing of the Interrupt key sets the copier into the initial mode, except for the finishing function which is Non-Sort and the original-to-copy type which is 1 ▶ 1.

NOTE

To cancel an Interrupt cycle, you need to press the Interrupt key.
The Panel Reset key or Auto Panel Reset function does not serve this purpose.

Mode Check

By pressing the Mode Check key on the control panel, you can either check for or change the current settings.



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- When you touch **Exit** after having checked the currently set functions, the Basic screen reappears.
- To change a certain function, touch the corresponding key and then make the necessary change.

Access Number

If an access number has been programmed, it allows only particular persons to use the copier or a supervisor to keep track of the number of copies made by a particular department.

NOTES

- If an access number has been programmed, a copy cycle can be initiated only after the access number has been input to the copier.
<"Access #" Prompt Screen>



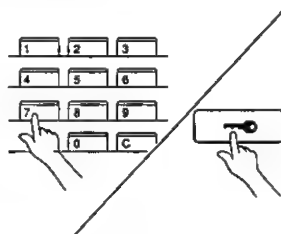
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- Before you can use this function, you must first turn "ON" the "Copy Track" function of the Administrator Mode available from User's Choice. ➤ p. 92

Entering the Access Number

1

From the 10-Key Pad, enter the 4-digit access number and press the Access Mode key.



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NOTE

To correct the 4-digit access number entered, first press the Clear key, then enter the new number.

2

When the initial screen reappears, you can now start a copy cycle.

3

When the copy cycle is completed, press the Access Mode key again.

Chapter 3

Making Copies

This chapter shows you how to make copies.

The "Basic Copying Overview" offers quick, at-a-glance instructions for making copies. Each step is keyed to a page number with a more detailed description.

1. *Basic Copying Overview* p. 24
2. *Placing Originals* p. 26
 - Using the i-ADF/RDF*
 - Not Using the i-ADF/RDF*
3. *Manual Bypass Copying* p. 33
4. *Basic Functions* p. 36
 - Copy Paper Size*
 - Zoom Ratio*
 - Image Density*
5. *Selecting the Original* ► *Copy Type* p. 44
 - Original* ► *Copy Types* p. 44
 - 1 ► 1
 - 1 ► 2
 - 2 ► 1
 - 2 ► 2
 - 1 ► [2in1]
 - 1 ► 2-[2in1]
 - 1-[2in1] ► 1
 - 2-[2in1] ► 1
 - Book ► 1
 - Book ► 2
 - Selecting Original* ► *Copy Type* p. 46
 - Some Precautions for Making Copies* p. 48
6. *Finishing Mode* p. 50
 - Finishing Functions* p. 50
 - *Non-Sort*
 - *Sort*
 - *Sort Staple*
 - *Group*
 - *Hole Punch*
 - *Manual Staple*
 - Selecting the Finishing Function* p. 52
 - Precautions When Using a Sorter* p. 57
 - Loading the Originals* p. 58
 - Auto Dual Function* p. 60
7. *Auxiliary Functions* p. 62
 - Cover*
 - Auto Original Count*
 - Page Insertion*
 - OHP Interleaving*
 - File Margin*
 - Edge/Frame Erase*

1. Basic Copying Overview

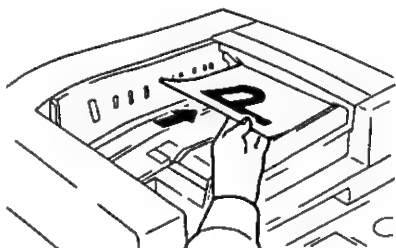
One of the most basic copying jobs is to make full-size ($\times 1.000$) copies of the original.

- Place the original in position (step 1), set the number of copies to be made (step 8), and press the Start key (step 9). This will allow you to make full-size copies on paper of the same size as the original. (*Automatically selected in the initial mode are Auto Paper, full size, and Auto Exposure.)

The selections---> you make on the Touch Panel will change the exposure level, zoom ratio, the type of copy and so on.

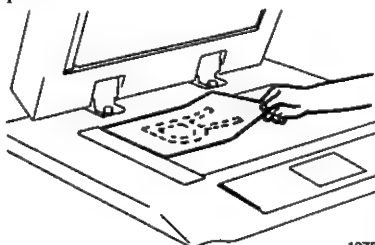
1. Placing the Original

- Load the originals face up on the document feeder. ⇨ p. 26



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- Raise the document feeder and place the original face down on the Original Glass. ⇨ p. 30



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To change the copy paper size

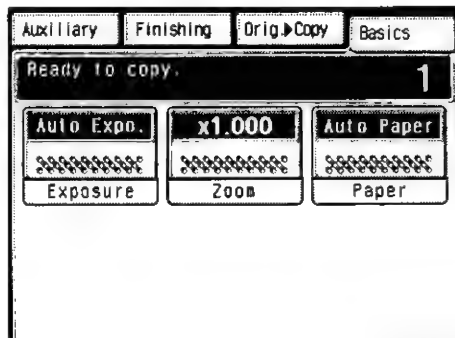
To change the zoom ratio

To change the exposure level

- To make copies from a book
- To save copy paper

Selecting the basic functions

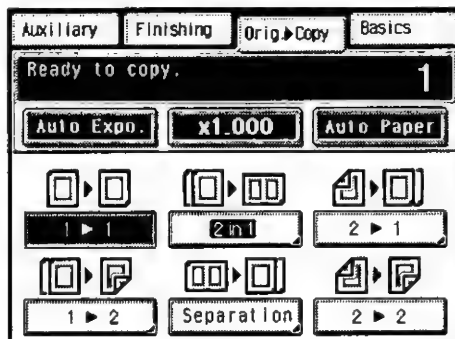
2. Touch Paper.
⇨ p. 36
3. Touch Zoom.
⇨ p. 38
4. Touch Exposure.
⇨ p. 42



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Selecting the original ► copy type

5. Touch Orig. ► Copy.
⇨ p. 44



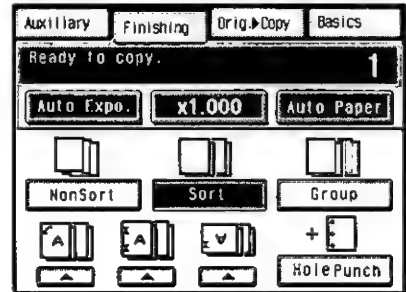
11490272CA

- To sort copies
- To staple copies
- To punch holes in copies



Selecting the finishing type

6. Touch Finishing.
 ➞ p. 50



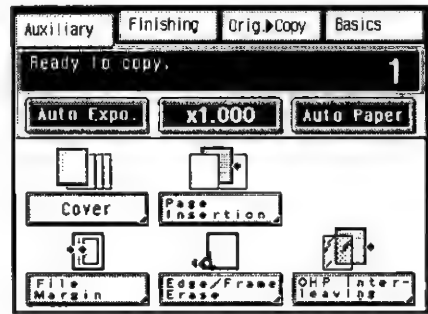
11610040EA

- To make a file margin on the copy



Selecting the auxiliary functions

7. Touch Auxiliary.
 ➞ p. 62



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8. Setting the number of copies.

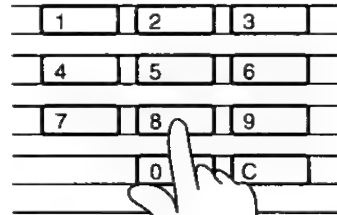
- From the 10-Key Pad, set the desired number of copies to be made.

Note: The maximum number that can be set is 999.

Useful Tip

The User's Choice can be used to limit the maximum number of copies to be set in the range from 1 to 99. ➞ p. 93

- * If you have entered an incorrect number, press the Clear key **C**, then enter the correct number.

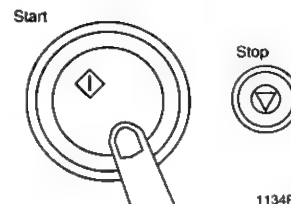


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9. Pressing the Start key

When you press the Start key, the copier starts the copy cycle.

- * To stop the copy cycle, press the Stop key.



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2. Placing Originals

Using the i-ADF/RDF

The i-ADF/RDF automatically feeds in sheet originals placed on the Document Feed Tray one by one. After the copy cycle has been completed, it automatically ejects the original onto the Document Exit Tray.

Some originals may not be suitable for reliable operation of the Document Feeder. Here is a guideline.

Originals Suitable for the i-ADF/RDF

Type of Originals: Sheets (Plain paper)

Normal mode

- 1-Sided Original (weighing 13-1/4 to 29-1/4 lbs.)
- 2-Sided Original (weighing 16 to 24 lbs.)
- Mixed Original Detection mode (weighing 16 to 24 lbs.)

Original Size: 1-Sided Original, 2-Sided Original Mode : 11" × 17"L to 5-1/2" × 8-1/2"L

2-in-1 (Dual Original Scanning) mode : LetterC

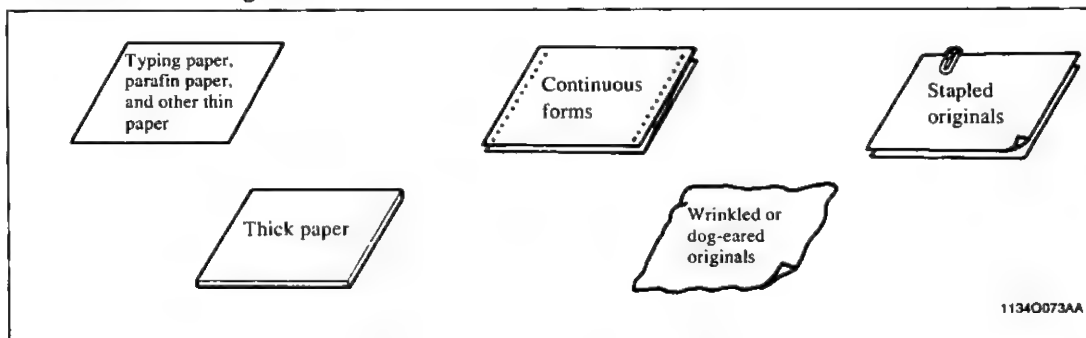
Mixed Original Detection mode : 11" × 17"L to Letter

* Lightweight Original

For a lightweight original (10-3/4 to 13-1/4 lbs.), it is recommended to place it directly onto the Original Glass or to make copies using the SADP Mode. (Single Automatic Document Feeding Mode). ➞ p. 32

Originals Not Suitable

- Typing paper, paraffin paper, and other thin paper
- Thick paper
- Originals greater than 11" × 17"L or smaller than 5-1/2" × 8-1/2"L
- Transparencies, Onion skin paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals

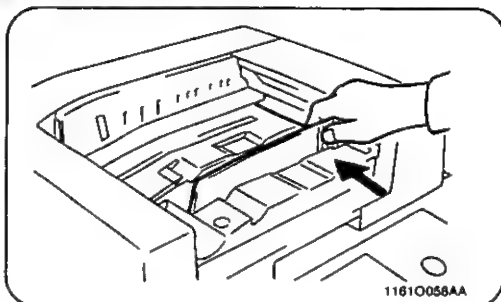


* For any of these types of originals, place the original manually on the Original Glass to make a copy. ⇨ p. 30

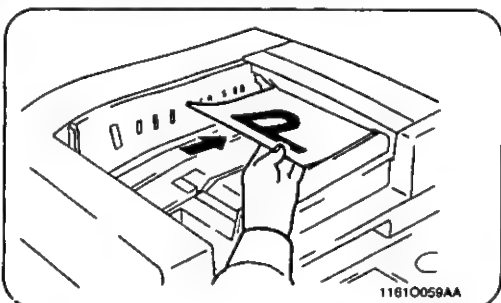
2. Placing Originals

Loading the Originals

- 1** Slide the Document Guide Plate to the size of the originals.



- 2** Load a neat stack of originals face up on the Document Feed Tray.



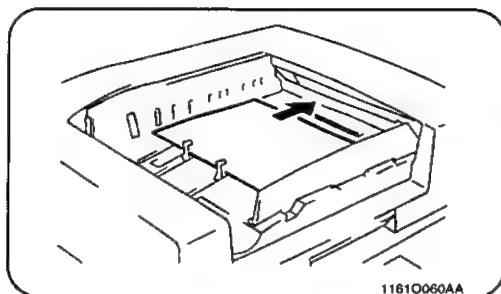
NOTES

- The maximum number of originals that can be loaded
 Letter or smaller : Up to 60
 11 × 17"L, LegalL : Up to 30
- Make sure that the top level of the original stack does not exceed the ▼ marking.
- Make sure that the Document Guide Plate is in touch with the edge of the original stack. If it's not pressed snugly against the original stack, skewed feeding could result.

<When a Multi-Staple Sorter Finisher and RDF are mounted>

To sort copies into more than 20 copy sets

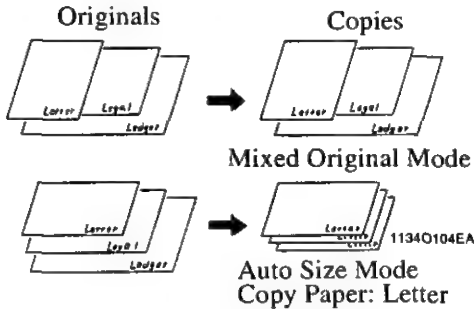
When the copier finishes making and sorting copies into 20 copy sets, the stack of originals is once again loaded into the document feeder to make/sort copies into the additional number of copy sets required.



Using the Mixed Original Detection Mode

Use the Mixed Original Detection mode to make copies automatically from originals of assorted sizes loaded in the Document Feeder.

If Auto Size is selected, you can make copies of the same size from originals of different sizes.

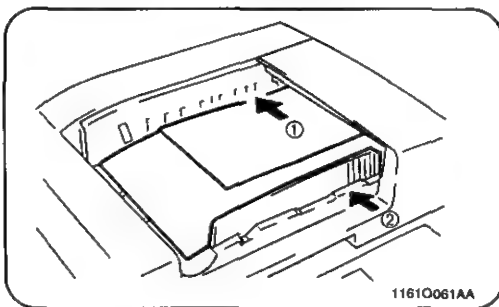


NOTE

The copier cannot staple together copies of different sizes made in the Mixed Original Detection mode.

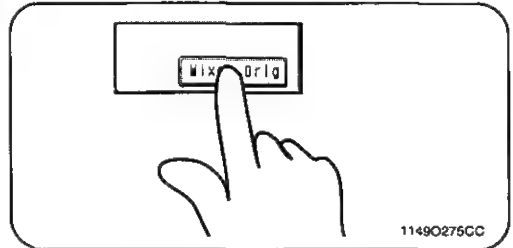
1

Load the stack of originals so that the rear edge of each original is pressed against the rear Document Guide Plate. Then, slide the front Document Guide Plate against the front edge of the originals with the greatest width.



2

Touch the **Mixed Orig** key.



Useful Tip

This Mixed Original Detection mode can be set as a default setting by using the User's Choice. ➤ p. 89

2. Placing Originals

Not Using the i-ADF/RDF

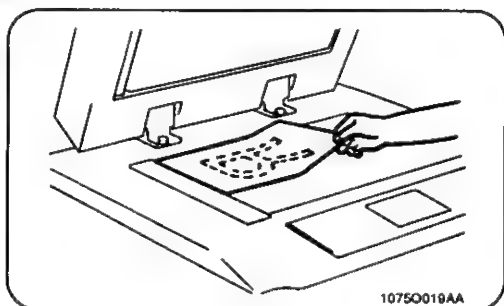
Different methods are used to place the original depending on its type. Use the procedure appropriate for your original. If you are using a Document Feeder, [p. 26](#)

Sheet Originals

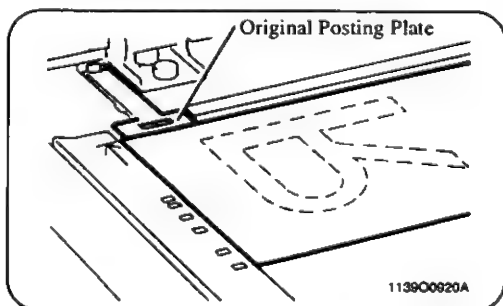
<Using plain paper or originals not suitable for the document feeder>

1 Raise the i-ADF/RDF.

2 Place the original face down on the Original Glass.



3 Align the rear left corner of the original with the T marker on the Original Width Scale. Then press the rear edge of the original up against the Original Positioning Plate at the rear side of the glass.



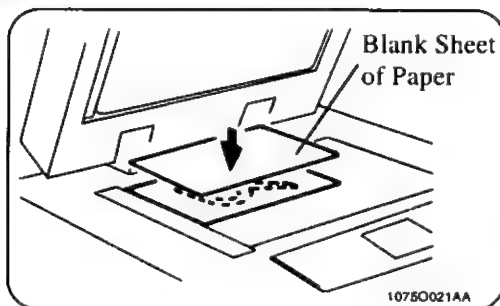
4 Gently lower the i-ADF/RDF.

Highly Transparent Originals

<Using transparencies and onion skin paper for the original.>

1 Place the original in the same way as the sheet originals.

2 Place a blank sheet of paper of the same size over the original.

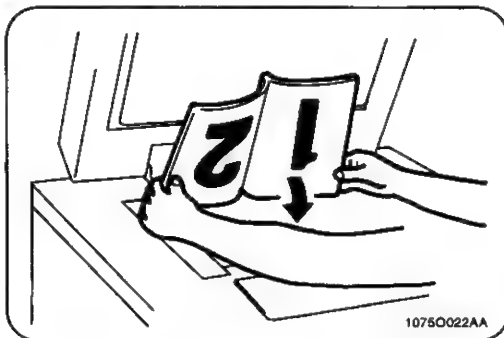


3 Gently lower the Original Cover.

Making Copies from a Book Using Book Copy Mode

<"Book" refers to an open bound original.>

- 1** Place the open book so that its top edge is at the rear of the copier.



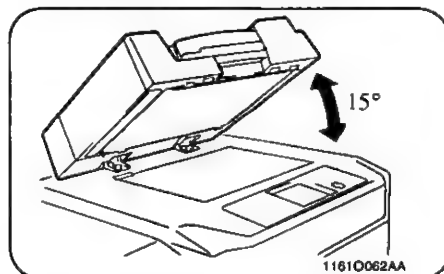
- 2** Gently lower the document feeder.

NOTES

- If the book is thick, make a copy with the document feeder raised.
- Not positioning the open book properly will result in copies with pages in incorrect order.
- Do not look directly at the Original Glass surface as a strong beam of light is emitted.

Instructions for Original Placement

- Be sure to raise the document feeder 15° or more before placing the original. If the document feeder is raised to an angle less than 15°, the copier may fail to select the correct copy paper size or zoom ratio.



- Do not place an original weighing more than 6-1/2 lbs. on the Original Glass.
- When placing an open book, do not press the book hard on the Original Glass, as trouble could result.

2. Placing Originals

Using the Single Automatic Document Feeding Mode (SADF Mode)

This is the mode in which you insert your originals one by one into the i-ADF to make a copy or copies from it. When you insert the original, the copier automatically starts the copy cycle.

- *Originals appropriate for the SADF Mode.*

Type : Plain paper

Thickness : 9-1/4 to 53-1/4 lbs.

Size : 11" × 17"L to 5-1/2" × 8-1/2"L

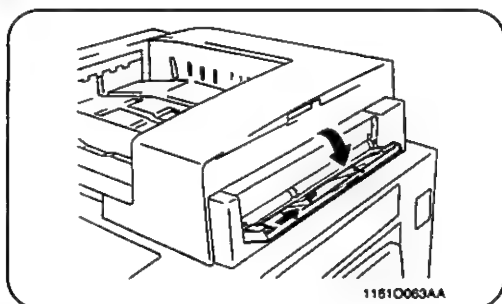
- *The following features cannot be selected in the SADF Mode.*

2-sided original ► 1-sided copy, 2-sided original ► 2-sided copy,

Dual Original Scanning Mode (2 in 1 Mode), Cover Mode, Sort Staple Mode,

Page Insertion Mode, OHP Interleaving Mode, Book, 2-in-1 separation, and Manual Staple Mode

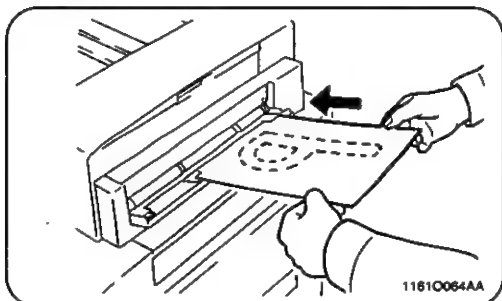
- 1 Open the Single Feed Tray and slide the Guide Plate to the size of the original.



- 3 The original is automatically taken up and the copy cycle is started.

- 4 Making sure that the Start Key lights up green again, insert the next original.

- 2 Make sure that the Start Key is lit green and insert the original face down into the Tray.



NOTES

- Be sure to place one original at a time.
- Be sure to correct any fold or curl in the original beforehand.

3. Manual Bypass Copying

- Use the Manual Bypass to make copies on paper not loaded in any drawer, or to copy onto transparencies, onion skin paper, or any other special paper.
- When using the Multi Bypass Tray, you can load multiple sheets of copy paper.
- The copier also accepts the setting of the copy paper sizes for manual bypass copying.

Copy Paper That Can be Used for Manual Bypass

- ◆ Types of Paper
 - Plain paper (weighing 16 to 24 lbs.)
 - Thick paper (weighing 24-1/4 to 41-3/4 lbs.)
 - Transparencies, onion skin paper
- ◆ Paper Size
 - Max. Size: 11-3/4" × 17"
 - Minimum Size: 4" × 5-1/2"
- ◆ Capacity of the Multi Bypass Tray
 - Plain paper, Recycled paper ... Up to 50 sheets
 - Plain paper (once-copied paper) ... Up to 20 sheets
 - Thick paper, transparencies, onion skin paper ... Up to 20 sheets.

Using the Multi Bypass Tray

<When paper size is not input>

- 1 Place the original on the Original Glass and make the control panel settings.

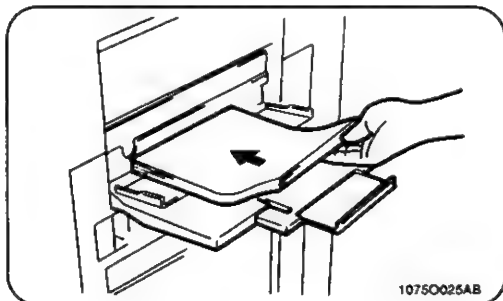
NOTE

The following functions cannot be selected for Manual Bypass when using this procedure:

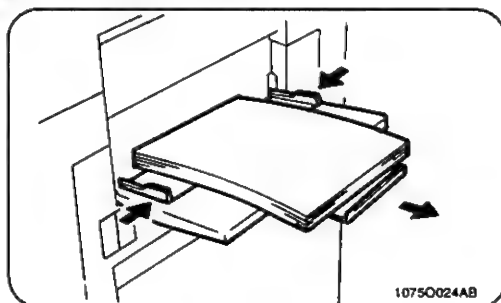
Auto Paper, Auto Size, Book, any of the finishing modes other than Non-Sort, 2-sided copying, margin by reduction, Erase, 2-in-1 separation, and Mixed Original Detection Mode.

- 2 Swing down the Multi Bypass Tray and insert a neat stack of copy paper into the tray until it stops.

* Slide the Tray Extender out when using large-size copy paper.



- 3 Slide the Paper Guide Plate to the size of the copy paper.



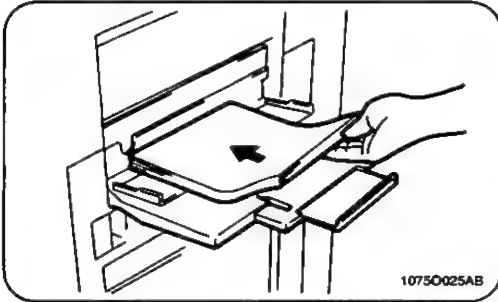
NOTES

- The paper should be loaded no higher than the ▼ (Max. Level Indicator).
- Before inserting, fan the paper stack well if you are using transparencies or onion skin paper.
- Correct any curl if you are using thick paper.
- The paper will be copied on the side facing up.

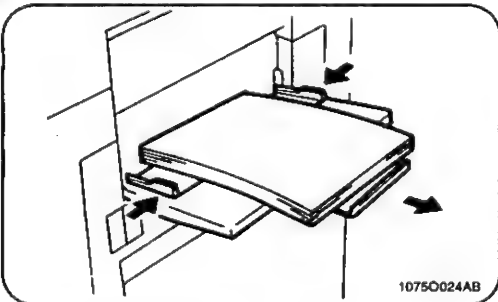
3. Manual Bypass Copying

<When paper size is input>

- 1** Place the original on the Original Glass and make the control panel settings.
- 2** Swing down the Multi Bypass Tray and insert a neat stack of copy paper into the tray until it stops.
* Slide the Tray Extender out when using large-size copy paper.



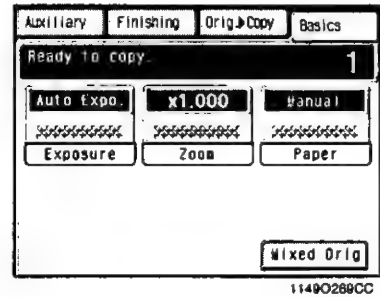
- 3** Slide the Paper Guide Plate to the size of the copy paper.



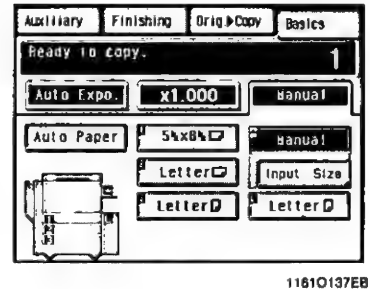
NOTES

- The paper should be loaded no higher than the ▼ (Max. Level Indicator).
- Before inserting, fan the paper stack well if you are using transparencies or onion skin paper.
- Correct any curl if you are using thick paper.
- For making copies on thick paper, OHP transparencies, or onion skin paper, the following functions cannot be used:
1 ▶ 2, Sort, Group, Sort Staple, Hole Punch.
- The paper will be copied on the side facing up.

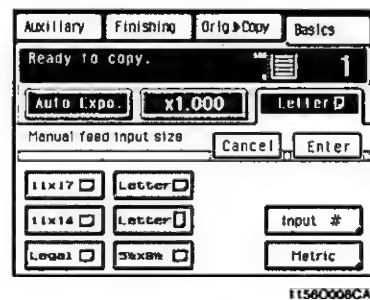
- 4** Touch **Manual** on the Touch Panel.



- 5** Touch **Input Size**.



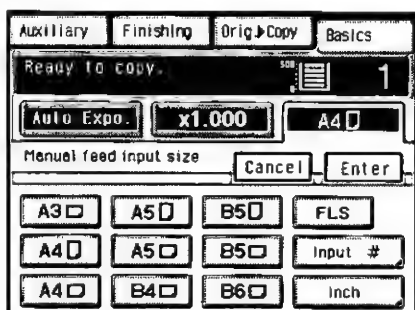
- 6** Select the desired copy paper size.



- 7** Touch **Enter**.

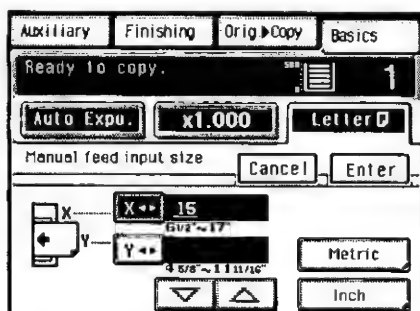
Useful Tip

When you want to use metric size paper, touch **Metric** on the screen given in step 6 and you have a screen that allows you to select a metric paper size



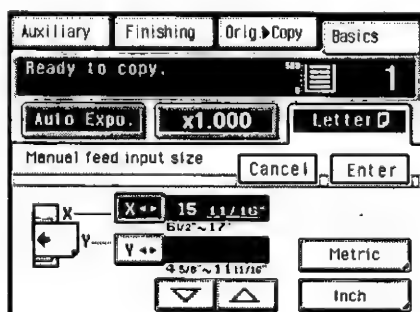
11560009CA

When you use nonstandard size paper, touch **Input #** on the screen given in step 6 and you have the following screen.



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Touch **▲** or **▼** to set the whole number for X and touch the **X** key. The underline moves to the right. Then touch **▲** or **▼** to set the fractional number and touch the **X** key. Now the value for X has been fixed.



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Do the same for Y, then touch **Enter**.

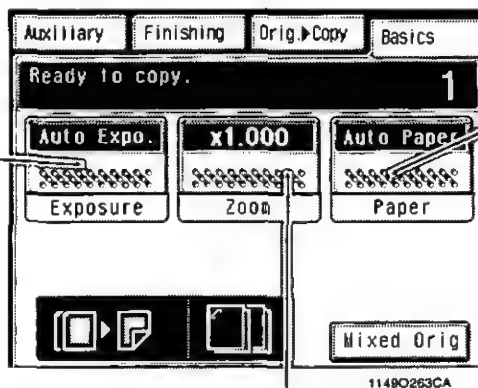
4. Basic Functions

In the following pages, we explain how to make the basic settings (copy paper, zoom ratio, and exposure level) to make copies.

Basic Screen

Exposure key:

Touch this key to show a screen which allows you to select the image density of the copy.



Paper Key:

Touch this key to show a screen which allows you to select the paper size.

Zoom key:

Touch this key to show a screen which allows you to select the zoom ratio.

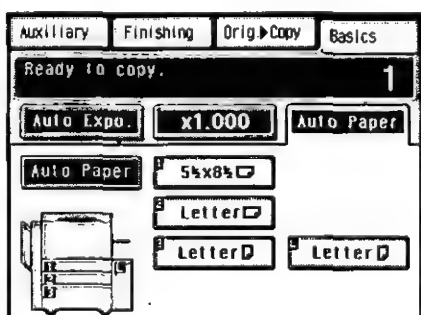
Copy Paper Size

Auto Paper

In the Auto Paper mode, the copier automatically selects the paper of the optimum size according to the size of the original being used and zoom ratio selected for use.

- When making copies from originals other than the above, select the copy paper size.
- When using wrinkled or curled originals, the original size might not be detected correctly. So, select the copy paper size and do not use the Auto Paper Select Mode.
- When the document feeder is used, the copier determines the copy paper size when the first original is taken up and fed in and uses that paper size for the subsequent originals (except in the Mixed Original Detection mode).

- 1 Touch **Paper** on the Basic screen and then touch **Auto Paper**.



Useful Tips

- This mode is efficient when you want to make copies on paper of the same size as your originals automatically.
- Priority settings for the initial mode can be made using User's Choice.

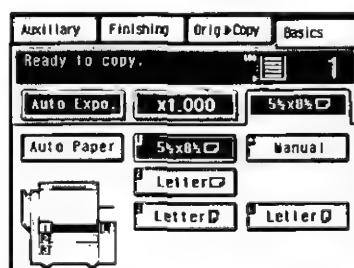
NOTES

- The original sizes that can be detected in the Auto Paper Select Mode are 11"x17"L, LegalL, LetterL, LetterC.

Manual Selection

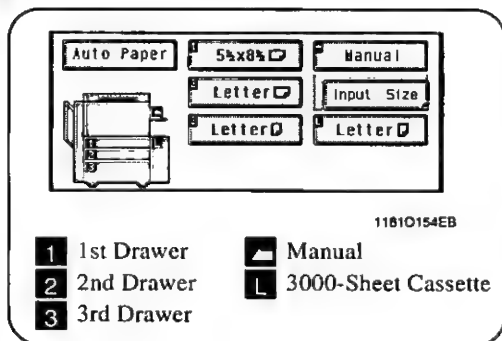
The copy paper size can be set manually according to your need.

- 1 Touch **Paper** on the Basic screen and the Touch Panel shows which drawer holds which copy paper size.



2

Touch the desired paper size key.






Auto Drawer Switching

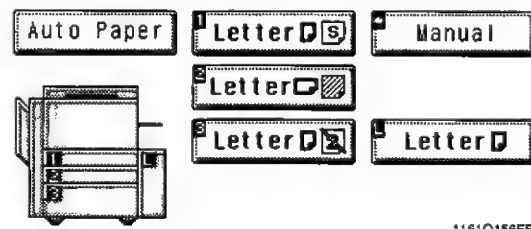
If the drawer currently selected for use runs out of paper and there is another drawer loaded with paper of the same size and in the same direction, the copier automatically selects that second drawer to continue copying.

Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper. For example, you can make up to 3,850 copies without interruption if all three drawers and Multi Bypass Tray are loaded with paper of the same size and in the same direction. You can even make up to 6,850 copies if an optional Large Capacity Cassette is additionally fitted to the copier, assuming the paper is LetterC (up to 7,250 on the FP-7781).

Special Paper Setting


If the symbol , , or  appears on the paper select key on the Touch Panel, it means that particular drawer has been designated for special paper.




The copier provides three different types of special paper setting, each having specific purposes as detailed below. The setting can be made by using User's Choice. ➔ p. 91

 : Recycled paper

When this setting is made, the Display asks you whether or not to use that particular drawer as a possible candidate in the Auto Paper mode. You may be using both recycled as well as plain paper loaded in your copier. If, for example, you make this setting for the drawer loaded with recycled paper, the copier does not select that particular drawer in the Auto Paper mode. This allows you to make copies on plain paper first.

 : Special paper (inserts)

This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for inserts (e.g., colored paper), preventing that paper from being used for other purposes.

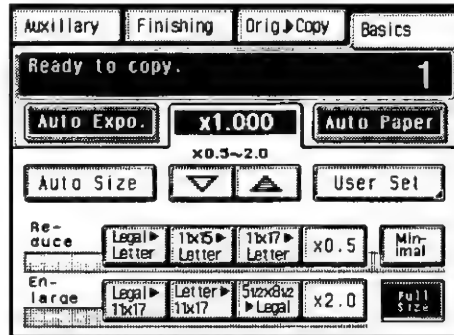
 : Disabling 2-sided copying

This setting precludes 2-sided copying.

Zoom Ratio

When you touch **Zoom** on the Touch Panel, a screen appears that allows you to set the zoom ratio. You have six different ways to choose from to set the zoom ratio. Select one according to your need.

Zoom Ratio Range: $\times 0.500$ to $\times 2.00$



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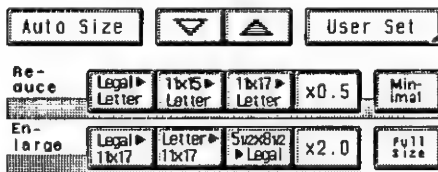
Auto Size

In the Auto Size mode, the copier automatically selects the zoom ratio according to the size of the original being used and the copy paper size selected for use.

Selecting a Ratio from among Fixed Ones

The copier provides most frequently used zoom ratios ready for immediate use.

1 Touch **Auto Size** to set the copier into the Auto Size mode.



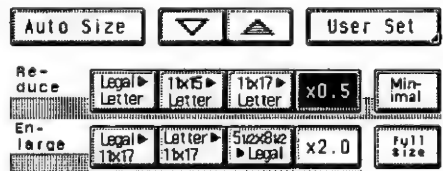
1149O287EB

2 Select the paper size.
(Copy Paper Size \Rightarrow p. 36)

Useful Tip

- This mode is very helpful for neat filing when you need to make copies from originals of assorted sizes.
- Priority settings for the initial mode can be made using User's Choice.

1 Touch the appropriate original-to-copy-size representation key. You have four reduction and four enlargement ratios.



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When you touch **Full Size**, full size ($\times 1.000$) is selected.

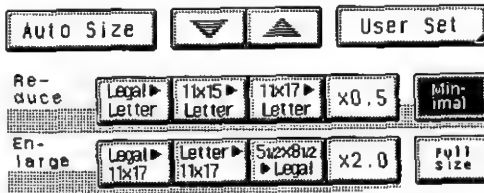
NOTE

When the document feeder is used, the copier determines the zoom ratio when the first original is taken up and fed in and uses that zoom ratio for the subsequent originals (except in the Mixed Original Detection mode.)

For a Slightly Smaller Image

This function lets you make a copy slightly reduced in image size from that of the original.

1 Touch **Minimal**.



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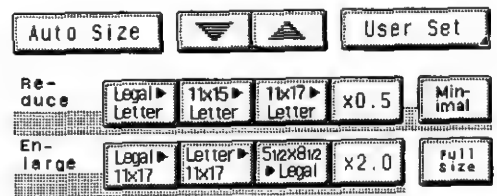
Useful Tips

- A ratio of $\times 0.930$ has been factory-programmed in Minimal, but that ratio can be changed as necessary. \Rightarrow p. 86
- It comes in handy for making a copy, without losing any portion of the original image, from an original which has an image area covering its entire surface.

Using Zoom Up/Down Keys

Pressing the ∇ or \blacktriangle key changes the zoom ratio in 0.001 increments. You can keep touching the key to change the ratio quickly.

1 Hold down the ∇ or \blacktriangle key until the desired zoom ratio is reached.



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Useful Tip

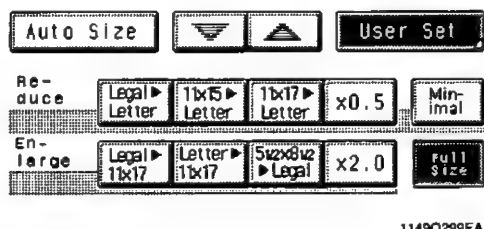
To save time, first select the fixed zoom ratio nearest to the target ratio before using the ∇ or \blacktriangle key.

4. Basic Functions

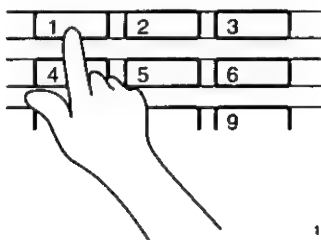
Using the 10-Key Pad

You may use the 10-Key Pad to directly enter the zoom ratio.

1 Touch **User Set**.



2 Enter the desired zoom ratio from the 10-Key Pad.



Example: $\times 1.300$
Press 1, 3, 0, and 0, in that order.

$\times 1.300$

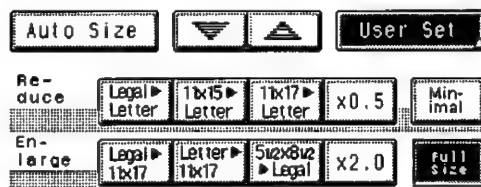
1149O160BA

To correct a ratio, press the Clear key and then enter the correct one again.

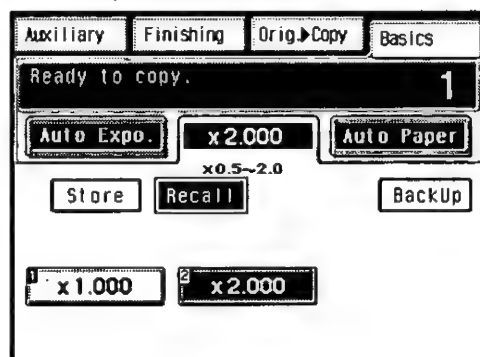
Calling up a Ratio from Memory

You can store some of the most frequently used zoom ratios in memory and recall them later as necessary.

1 Touch **User Set**.



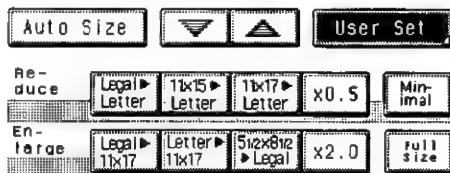
2 From among the two ratios previously stored in memory, select the desired one, then select recall.

**Useful Tip**

It's a good idea for you to store frequently used zoom ratios in memory.
◇ p. 41

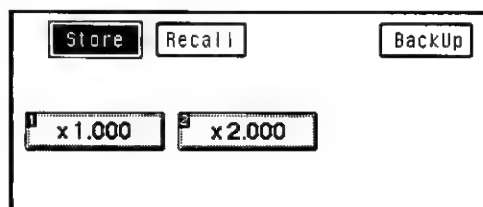
Storing a Ratio in Memory

1 Touch **User Set**.



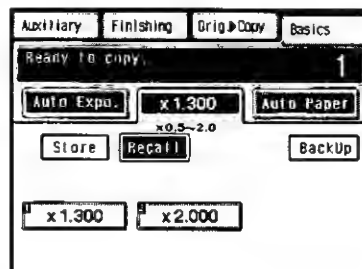
1149O418EA

2 Touch **Store**.



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4 Touch memory location key **1** or **2** in which to store the set zoom ratio.



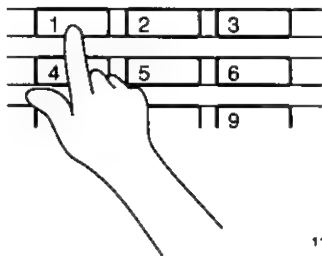
1149O303CA

* When the key is touched, the ratio is shown on the key, indicating that it has been stored in memory.

NOTES

- When a new ratio is stored, the old one is erased.
- The custom zoom ratios may also be stored in memory by using the User Mode. ⇨ p. 86

3 Enter the desired zoom ratio from the 10-Key Pad.



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Example: $\times 1.300$
Press 1, 3, 0, and 0, in that order.

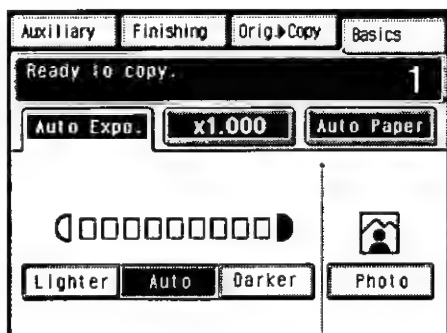
x 1.300

1149O1808A

To correct a ratio, press the Clear key and then enter the correct one again.

Image Density

When you touch **Exposure** on the Touch Panel, a screen appears that allows you to set the exposure level or image density. You have a choice of three different ways to adjust the exposure level: Auto Exposure, Manual Exposure, or Photo mode. Select the appropriate mode according to your particular needs.



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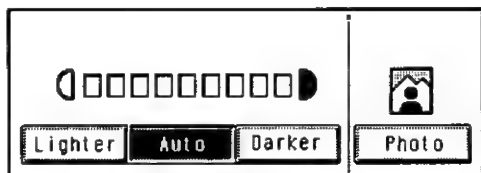
Auto Exposure

When in the Auto Exposure mode, the copier automatically adjusts the exposure level for the optimum copy image density.

1

Touch **Auto**.

The **Auto** key is highlighted, indicating that the copier is set into the Auto Exposure mode.



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Useful Tips

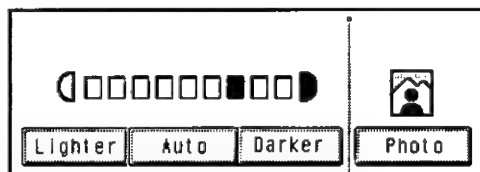
- The exposure level in the Auto Exposure mode can be made either "Darker" or "Lighter" by using User's Choice. ⇨ p. 89
- The copier has been factory-set to automatically select the Auto Exposure mode. User's Choice can be used to change this default setting to the Manual Exposure mode. ⇨ p. 89

Manual Exposure

In the Manual Exposure mode, you can vary the exposure level in nine steps.

1

Touch **Lighter** or **Darker** as necessary.



11560057CA

<To make the image darker>
Touch **Darker**.

<To make the image lighter>
Touch **Lighter**.

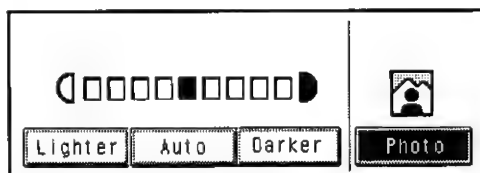
Photo

The copier can make a faithful reproduction of an original having a halftone image such as photos. The image density of the photo may be varied in nine steps.

1

Touch **Photo**.

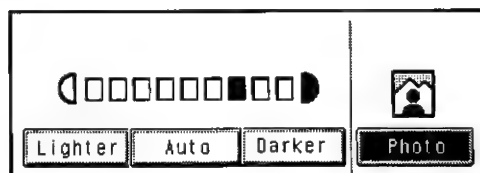
The **Photo** key is highlighted, indicating that the copier is set into the Photo mode.



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2

Touch **Lighter** or **Darker** as necessary.



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NOTE

When making copies in the Photo Mode, Auto Exposure does not operate. Select the desired exposure level in the Manual Exposure Mode.

<To make the image darker>
Touch **Darker**.

<To make the image lighter>
Touch **Lighter**.

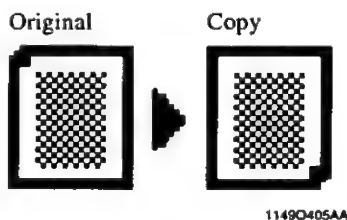
5. Selecting the Original ► Copy Type

In the following pages, we shall look at how to make the settings for the type of copy you want to make from the type of original you have.

When you touch **Orig. ► Copy** on the Touch Panel, a screen appears that allows you to set the orig. ► copy type.

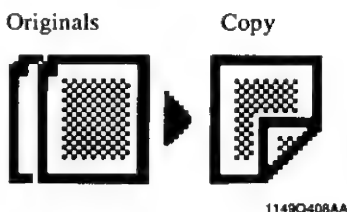
Original ► Copy Types

1 ► 1



Select 1 ► 1 to make 1-sided copies from 1-sided originals.

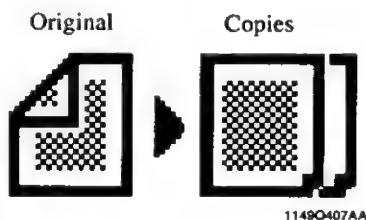
1 ► 2



Select 1 ► 2 to make 2-sided copies from 1-sided originals.

- * The number of your originals can be defined.
- * The file margin width of the original can be defined.
- * Two originals can be copied onto one copy.

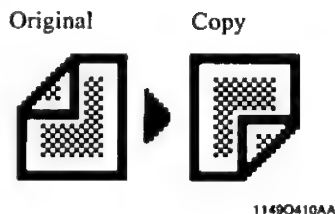
2 ► 1



Select 2 ► 1 to make 1-sided copies from 2-sided originals.

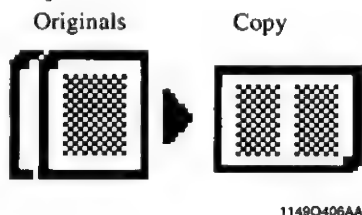
- * The file margin width of the original can be defined.
- * You need twice as many sheets of copy paper as the original.

2 ► 2



Select 2 ► 2 to make 2-sided copies from 2-sided originals.

1 ► [2in1] <accessed via 2in1>



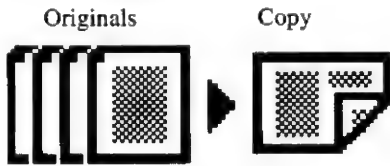
Select 1 ► [2in1] to make a 1-sided copy, through reduction, from two 1-sided originals side-by-side.

- * The number of your originals can be defined.
- * You need half as many sheets of copy paper as required otherwise.

NOTE

The size of the original should be LetterC for 2-in-1.

1 ► 2[2in1] <accessed via 2in1>



1149O412AA

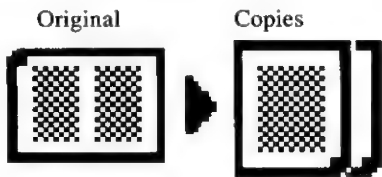
Select 1 ► 2-[2in1] to make a 2-sided copy, through reduction, from four 1-sided originals. Each pair of originals will be placed side-by-side on either side of the copy.

- * The number of your originals can be defined.
- * You need 1/4 as many sheets of copy paper as required otherwise.

NOTE

The size of the original should be LetterC for 2-in-1.

1[2in1] ► 1 <accessed via Separation>

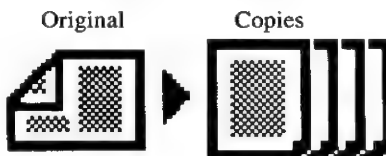


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Select 1-[2in1] ► 1 to make 1-sided page-by-page copies of a 1-sided original which is the result of 2-in-1 copying.

- * You need twice as many sheets of copy paper as the original.

2[2in1] ► 1 <accessed via Separation>

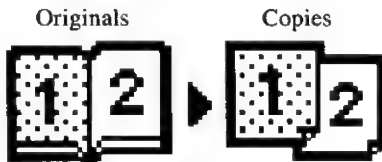


1149O411AA

Select 2-[2in1] ► 1 to make 1-sided page-by-page copies of a 2-sided original which is the result of 2-in-1 copying.

- * You need four times as many sheets of copy paper as the original.

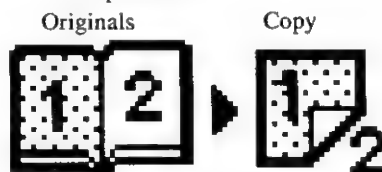
Book ► 1 <accessed via Book Copy via Separation>



1149O403AA

Select Book ► 1 to make 1-sided page-by-page copies of an open book.

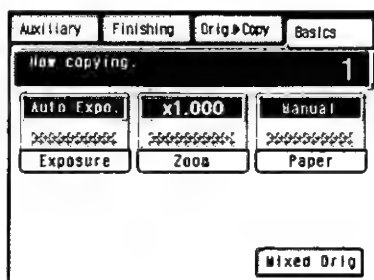
Book ► 2 <accessed via Book Copy via Separation>



1149O404AA

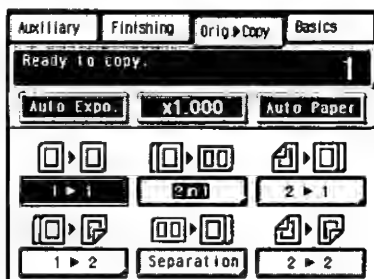
Select Book ► 2 to make a 2-sided copy of an open book. Each page of the open book will be copied onto each side of the copy.

Selecting Original ► Copy Type

1 Touch **Orig. ► Copy**.

11490269CA

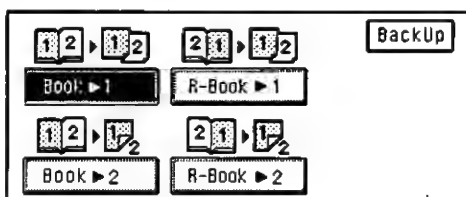
2 Touch the key corresponding to the desired original-to-copy type.



11490272CA

NOTE

When you make copies from a book, select the correct key according to whether the book is bound on the left or on the right (R-Book).

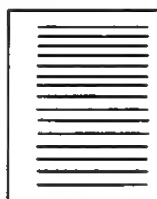


11490312CA

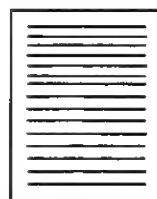
Margin key for the original:

- When you're going to make copies using 1 ► 2 or 2 ► 1, first check to see if your original has a file margin in it. The copier makes a necessary correction of margin position to make good copies out of it as long as you instruct it properly.

Original with a File Margin



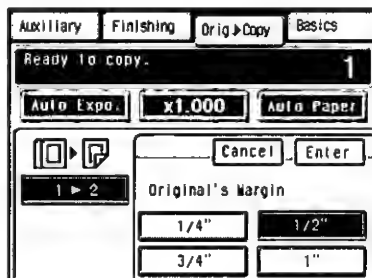
Original with no File Margin



11520044AA

If your original has a file margin

- ① Check your original for a margin.
- ② Touch **Margin**.
- ③ Select the margin width from among 1/4", 1/2", 3/4", and 1" displayed under Original's Margin.
- ④ Touch **Enter**.



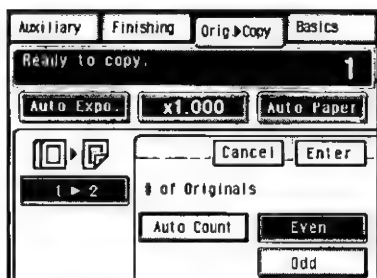
11490313EA

If your original has no file margin

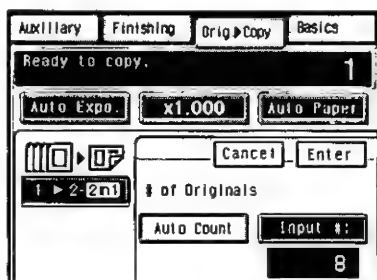
There is no need of your making any setting.

of Origs key

- If you're going to make copies using 1 ► 2, 1 ► [2in1], or 1 ► 2-[2in1], you need to input the number of your originals. Then the copier can arrange the pages in correct order.

When you know the number of originals

11490308CA



11490309CA

Setting Even/Odd

- ① Touch **# of Origs**.
- ② Touch **Even** or **Odd** as appropriate.
- ③ Touch **Enter**.

Using the 10-Key Pad

- ① Touch **Input #**.
- ② Enter the number of originals from the 10-Key Pad.

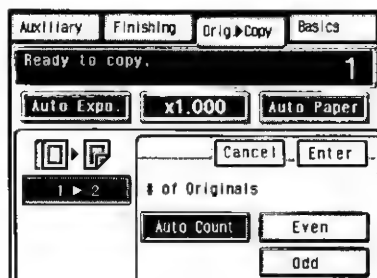
NOTES

- The maximum number of originals you can set is 60.
- To correct a wrong number, press the Clear key, then enter the correct number.

- ③ Touch **Enter**.

If you want the document feeder to count the number of originals for you

Select **Auto Count** to let the document feeder count the number of originals.



11490310CA

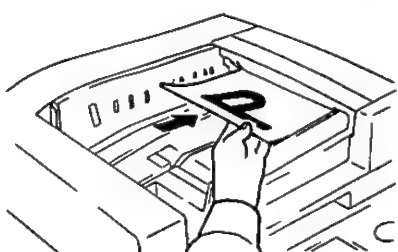
- ① Touch **Auto Count**.
- ② Load your originals into the document feeder.
- ③ Press the Start key.

*The document feeder starts feeding the originals loaded in it to count the number of originals. (At this time, no copy cycle is run.)

- ④ Unload the originals ejected onto the Document Exit Tray and reload them onto the Document Feed Tray. Then, press the Start key to make copies.

NOTE

If the copier is equipped with a RDF, the stack of your originals is automatically reloaded into the document feeder after it completes an Auto Count cycle, and the copy cycle starts automatically.



11810059AA

Some Precautions for Making Copies

Loading the Originals

Use the following procedure when loading originals to make 1-sided copies from 2-sided originals (2 ► 1).

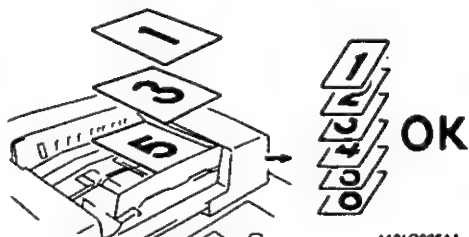
Load the originals crosswise.

If the originals are loaded lengthwise, the directions of the copy images will be mixed up.

Correct:

2-Sided Originals
Loaded Crosswise

1-Sided Copies

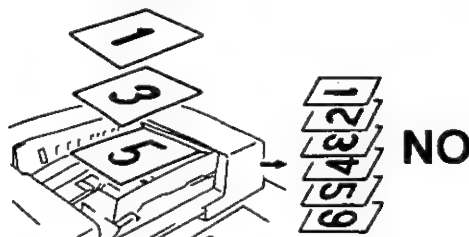


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Incorrect:

2-Sided Originals
Loaded Lengthwise

1-Sided Copies



11610066AB

Precautions for Book Copying

Placing the Book on the Glass Correctly



10750022AA

- Ensure that the top edge of the book is at the rear side.
- Make copies in descending order of page.
- When **Book Copy** is selected, the zoom ratio is automatically set to $\times 1.000$. Select the desired zoom ratio and copy paper size.
- User's Choice allows you to program a default zoom ratio, paper size, margin setting, and erase setting. ◀ p. 91

Precautions for 2-in-1 Copying

- When the 2-in-1 function is selected, the copier automatically selects a reduction ratio. You can nonetheless make a full-size copy.
- If the Frame + Center Erase function is selected, you can eliminate shadows which would otherwise be produced along the edges and down the center of the copy.
- User's Choice allows you to program a default zoom ratio, paper size, margin setting, and erase setting. ◀ p. 91

Precautions for 2-in-1 Separation Copying

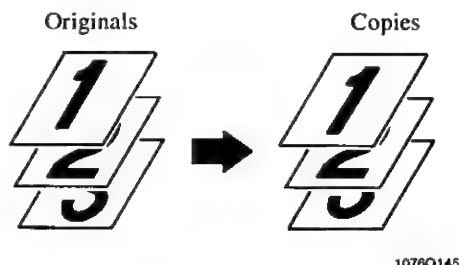
- When the 2-in-1 separation function is selected, the copier automatically selects an enlargement ratio. You can nonetheless make a full-size copy.
- User's Choice allows you to program a default zoom ratio, paper size, margin setting, and erase setting. ➤ p. 91

6. Finishing Mode

In the following, we explain about different finishing functions and setting procedures. When **Finishing** is touched on the Touch Panel, a screen appears that allows you to set a particular finishing function.

Finishing Functions

Non-Sort

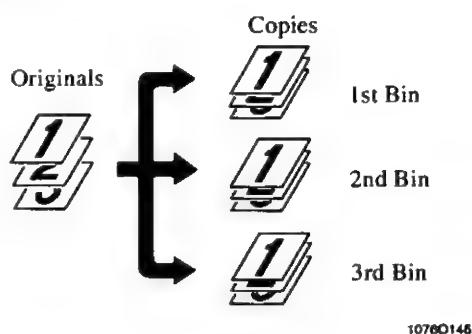


- All copies are fed out without being sorted, grouped, stapled, or punched.

NOTE

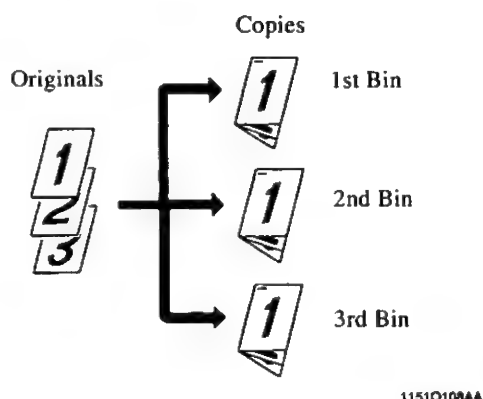
Thick paper, translucent paper, and OHP transparencies cannot be used for making copies in Sort, Group, or Sort Staple.

Sort



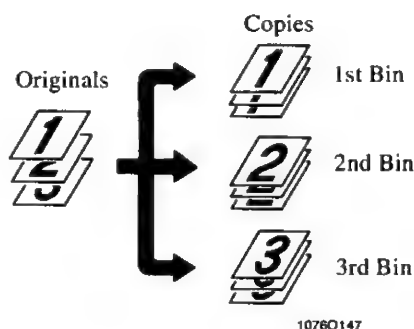
- This function is effective when making multiple copies from multiple originals. Copies are sorted into complete sets of the originals.

Sort Staple

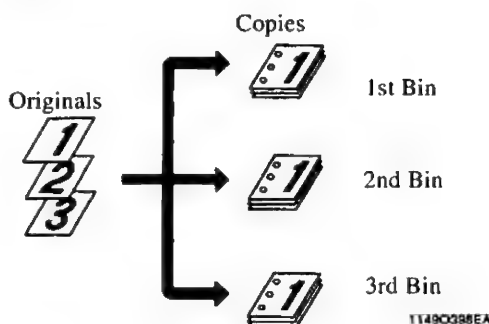


<Only when a Staple Sorter/Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>

- This function is effective when making multiple copies from multiple originals. Copies are sorted into complete sets of the originals and then stapled.
- * You have a choice of stapling type, either Top Slant Staple, 2 Point Staple, or Top Staple. ⇨ p. 53

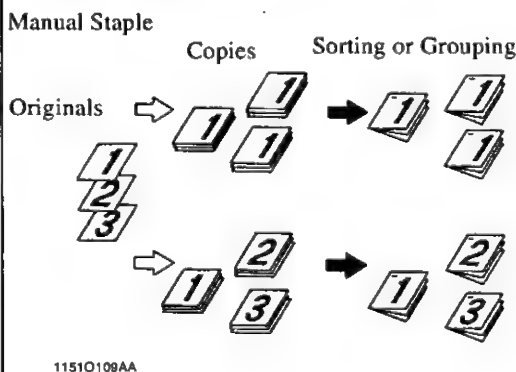
Group

- The copies made from each single original are separated into groups. Each group contains the same number of copies.

Hole Punch

<Only when a Staple Sorter/Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>

- Holes are punched in the copy sets or stacks for filing. It can be combined with Non-Sort, Sort, Sort Staple, or Group.

Manual Staple

<Only when a Staple Sorter/Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>

- This function allows you to staple copy sets already made in the Sort mode or copy stacks made in the Group mode.
 - This feature is efficient for stapling originals after making copies.
- ☞ pp. 55, 56

Useful Tip

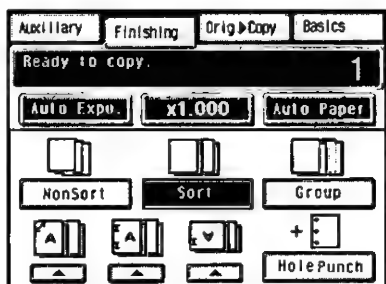
The copier has been factory-set to automatically select Non-Sort in the initial mode. Also, the copier automatically switches between Sort and Non-Sort depending on the number of originals loaded in the document feeder and the number of copies to be made. User's Choice can, however, be used to change these default settings. ☞ pp. 89, 90

6. Finishing Mode

Selecting the Finishing Function

Sort / Group

- 1** Touch the desired finishing function key.

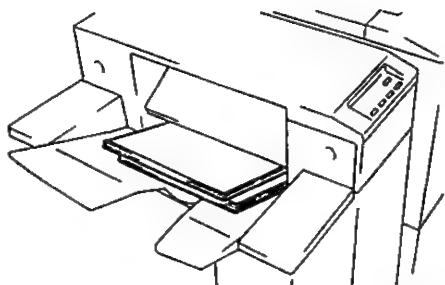


11610040EA

<When a Staple Sorter Stacker and Recycling Document Feeder are mounted>

When sorting copies into more than 20 copy sets

When the copier completes sorting copies into 20 copy sets placed in each of the 20 Sort Bins, it temporarily stops and moves all copy sets to the Non-Sort Bin, in which each copy set is stacked in a sawtooth manner with an offset of 1 inch from each other so they are easy to identify. The original set is then automatically reloaded to let the copier make and sort copies into the remaining number of copy sets which are all fed into the Non-Sort Bin.



11610067AA

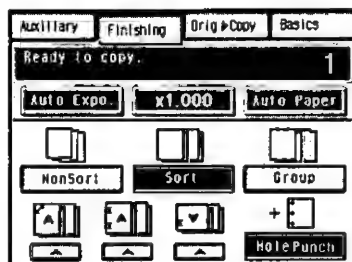
NOTE

Do not attempt to remove copies until all stapled copies are transferred onto the Non-Sort Bin.

"Removal of Copy Paper" ➞ p. 57

Hole Punch

- 1** Touch the desired finishing function key and Touch **Hole Punch**.



11610135EA

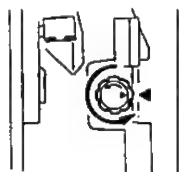
NOTES

- When making copies in the Hole Punch Mode, make sure to load the originals into the Document Feeder in the correct direction. ➞ p. 59
- The size of the copy paper for Hole Punch is 11" x 17"L to Letter only.

<When a Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>

The number of punch holes can be changed between "2-Hole" and "3-Hole" by using Knob (S3) located inside the Sorter.

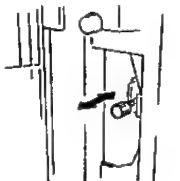
Make sure to turn Hole Punch Knob (S3) to align ► as shown below.



11610126AB

Pull out (S3) : 2-Hole

Push in (S3) : 3-Hole



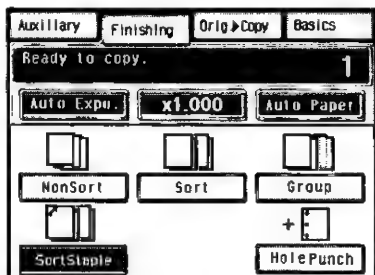
11610211EA

*The number of punch holes can be graphically identified on the Display.

Sort-and-Staple

<When a Staple Sorter is mounted>

1 Touch **Sort Staple**.



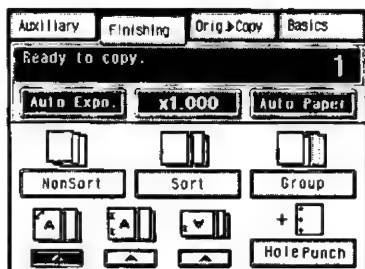
11610159EA

NOTE

Note the correct direction of the originals when making copies in the Sort Staple Mode. ➞ p. 58

<When a Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>

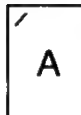
1 Touch the stapling key of your choice.



11610161EA

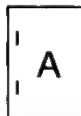
You have a choice of the following three stapling types.

• Top Slant Staple



11" x 17"L, Legall, LetterL, LetterC

• 2 Point Staple



11" x 17"L, LetterC

• Top Staple



Legall, LetterL

11610209EA

* When you touch a stapling key, the sorter is automatically set into the Sort mode.

<When a Multi-Staple Sorter Finisher and RDF are mounted>

When sorting copies into more than 20 stapled copy sets

When the copier completes sorting copies into 20 copy sets placed in each of the 20 Sort Bins, it temporarily stops and moves all stapled copy sets to the Non-Sort Bin. The original set is then automatically reloaded to let the copier make and sort copies into the remaining number of stapled copy sets which are all fed into the Non-Sort Bin.

NOTES

- Do not attempt to remove copies until all stapled copies are transferred onto the Non-Sort Bin.
"Removal of Copy Paper" ➞ p. 57
- Note the correct direction of the originals when making copies in the Sort Staple Mode. ➞ p. 58

6. Finishing Mode

Manual Staple

<To staple copy sets made in Sort or copy stacks made in Group>

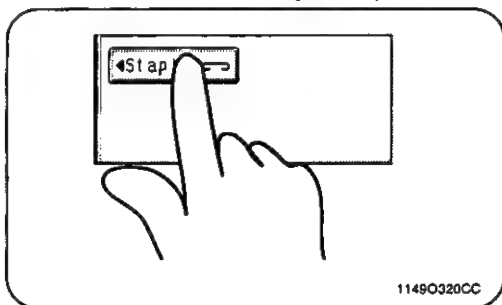
- When a Staple Sorter is mounted.

- 1 Check that each copy set or stack has been fed into the Sorter Bin.

NOTE

Copies made in Non-Sort cannot be stapled manually.

- 2 Touch **Staple**.
Then, the copy set or stack in the Sorter Bin will be stapled together.



<To staple copy sets made in Sort>

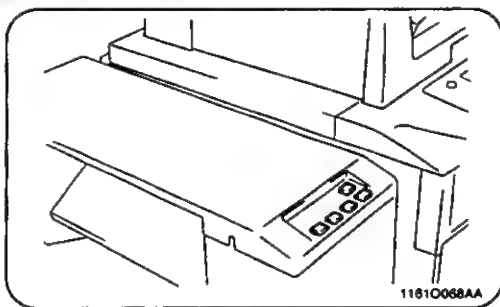
- When a Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted.


- 1 Check that each copy set or stack has been fed into the Sorter Bin.

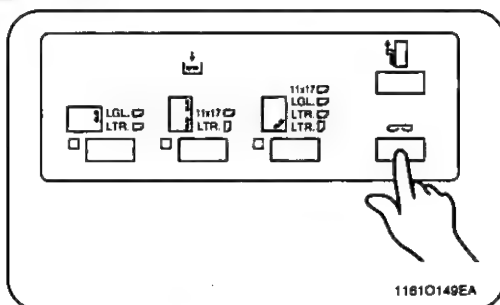
NOTE

Copies made in Non-Sort cannot be stapled manually.

- 2 Select the desired stapling type on the Sorter Panel.



- 3 Press . This staples the copy stack or set.

**NOTE**

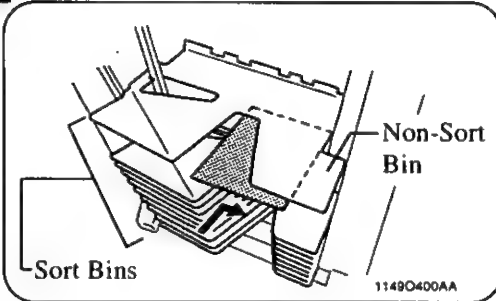
Do not attempt to remove copies until all stapled copies are transferred onto the Non-Sort Bin.

<When you only want to staple paper>

- When a Staple Sorter is mounted.

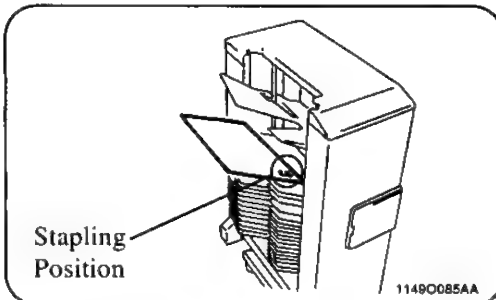
1 Align the sheets of paper neatly.

2 Insert the paper stack into the 1st Bin.



NOTE

Up to 50 sheets of plain paper can be stapled.

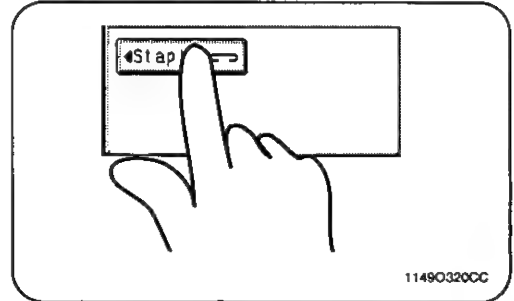


NOTES

- Make sure of the stapling position and press the paper stack against the bracket.
- Never attempt to reach for the stapling position. This can be dangerous.

3 Touch **Staple**.

Then, the paper stack in the Sorter will be stapled together.



Useful Tip

This feature is useful for stapling originals after making copies.

6. Finishing Mode

- When a Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted.

1 Align the sheets of paper neatly.

2 You have a choice of the following three stapling types.

- Top Slant Staple



11" x 17"L, LegalL,
LetterL, LetterC

- 2 Point Staple



11" x 17"L, LetterC

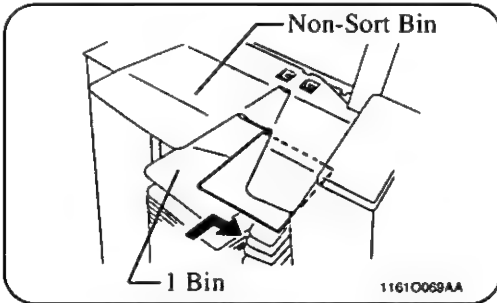
- Top Staple



LegalL, LetterL

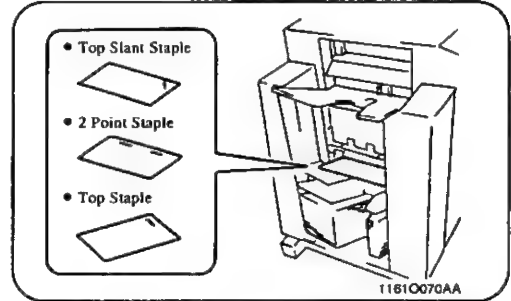
1161O209EA

Insert the paper stack into the 1st Bin.



NOTE

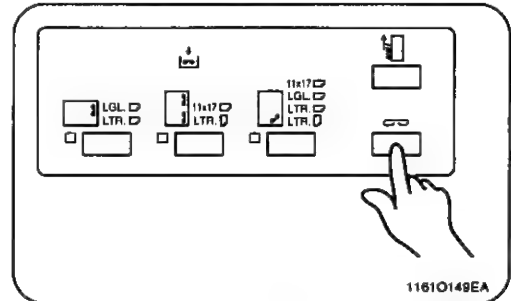
Up to 50 sheets of plain paper can be stapled.



NOTES

- Make sure of the stapling position and press the paper stack against the bracket.
- Never attempt to reach for the stapling position. This can be dangerous.

3 Select the desired stapling type on the Sorter Panel.
Press . This staples the copy stack or set.



Useful Tip

This feature is useful for stapling originals after making copies.

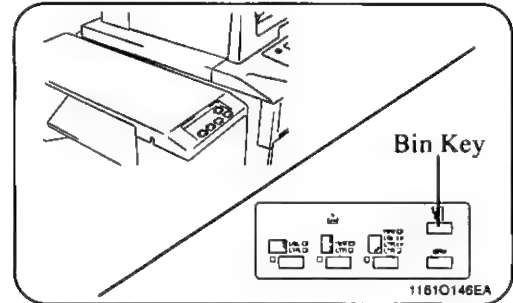
Precautions When Using a Sorter

Removal of Copy Paper

You can remove the copies from the Sorter after completion of the copy cycle, as detailed below.

◆ Placing the Original on the Glass

- After a copy cycle in Sort or Group is completed without using a document feeder, pressing the Bin key on the Sorter Panel moves the bins upward. (Bins are also moved up by pressing the Panel Reset key on the copier.)



◆ Using the i-ADF/RDF

<When a Sorter/Staple Sorter/Multi-Staple Sorter is mounted>

- At the time when a copy cycle in Sort, Group, or Sort Staple is completed using a document feeder, the Bins are moved upward automatically.

<When a Multi-Staple Sorter Finisher is mounted>

- At the time when a copy cycle in Sort is completed using a document feeder, the Bins are moved upward automatically.
- At the time when a copy cycle in Group, or Sort Staple is completed using a document feeder, all copy sets or stacks are automatically transported to and stacked in the Non-sort Bin.

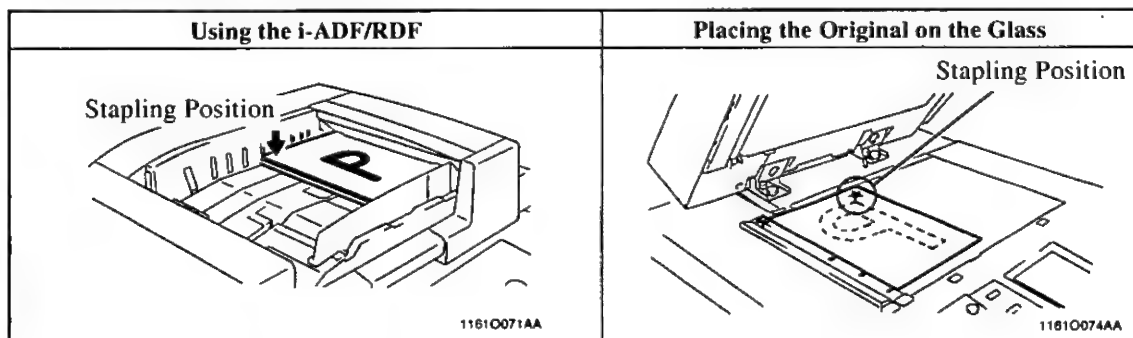
NOTE

Never attempt to reach for copies in any bin while bins are moving. That is dangerous. Wait until the bins stop moving before attempting to remove copies.

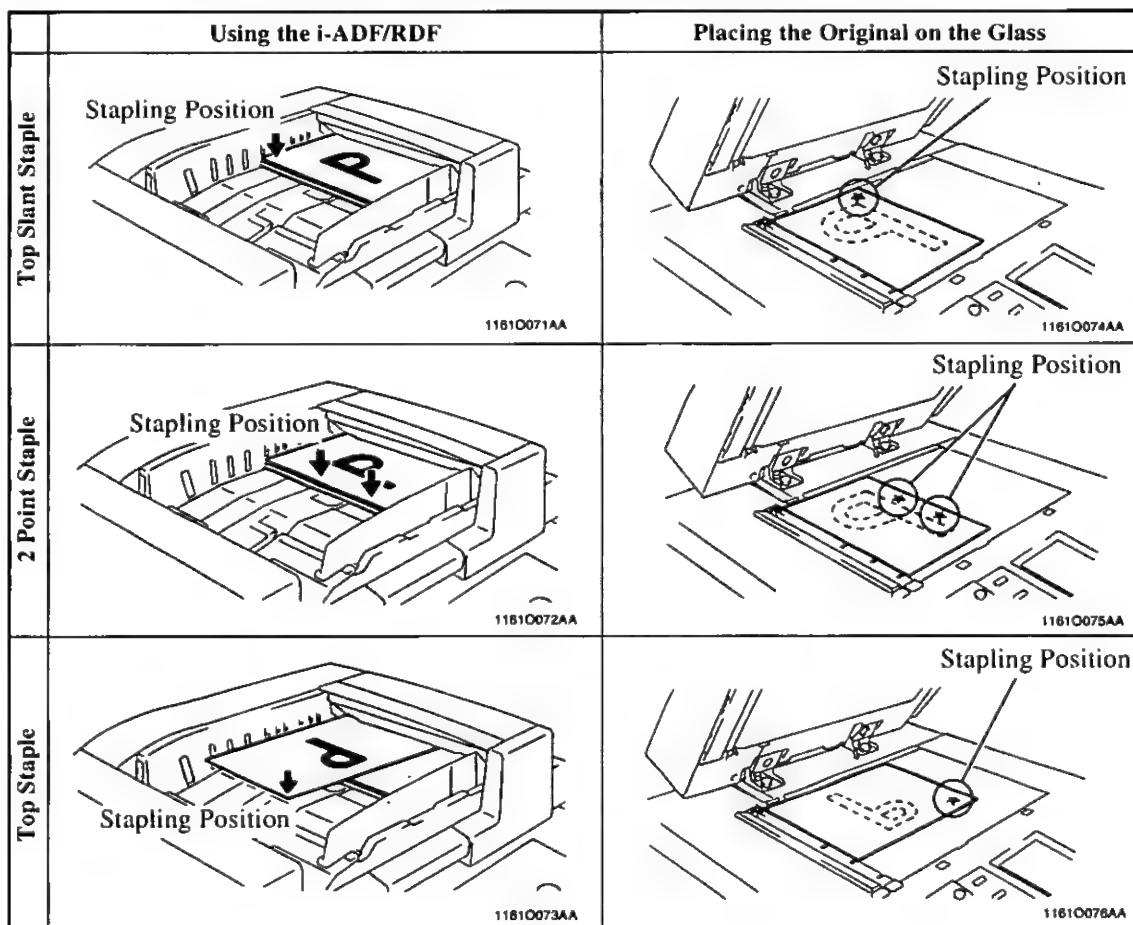
Loading the Originals

Note the correct direction of the originals if the copies are to be stapled either in Sort Staple or Manual Staple Mode.

<When a Staple Sorter is mounted>



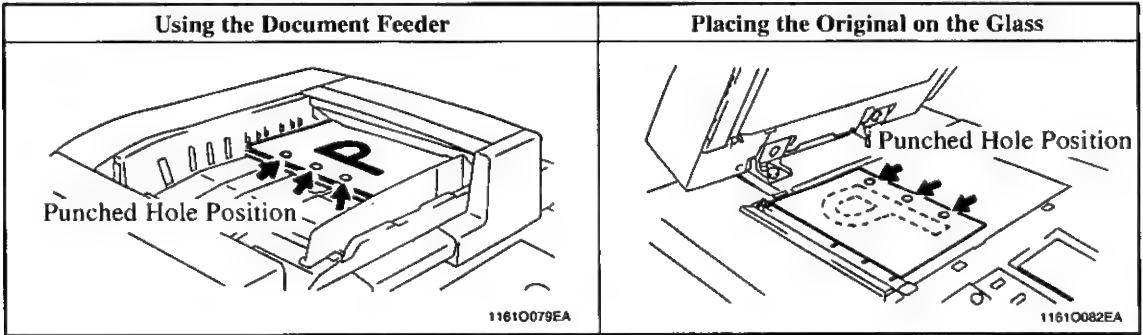
<When a Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>



* If the original is placed on the Original Glass, use the manual staple function to staple copies after the copy cycle has been completed.

Note the correct direction of the originals if the copies are to be punched using Hole Punch.

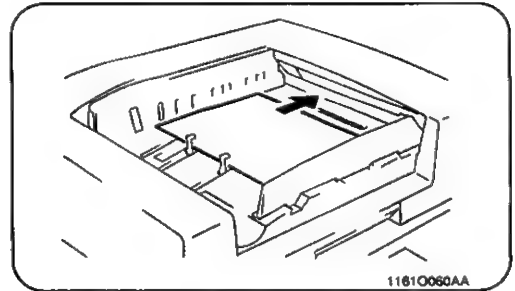
<When a Staple Sorter/Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>



To sort copies into more than 20 copy sets

<When a RDF/Multi-Staple Sorter Finisher is mounted>

When the copier finishes making and sorting copies into 20 copy sets, the stack of originals is once again loaded into the document feeder to make/sort copies into the additional number of copy sets required.



6. Finishing Mode

Auto Dual Function

Each of the Sort Bins holds up to 50 sheets of paper. The Auto Dual Function, however, allows sorting of copies of up to 100 originals under certain conditions.

Auto Dual Function in Sort Mode

When 10 or less copies are made from an original set consisting of more than 50 originals in the Sort Mode, the Sorter or Staple Sorter is automatically switched into the Auto Dual function Mode using the 11th to 20th Bins.

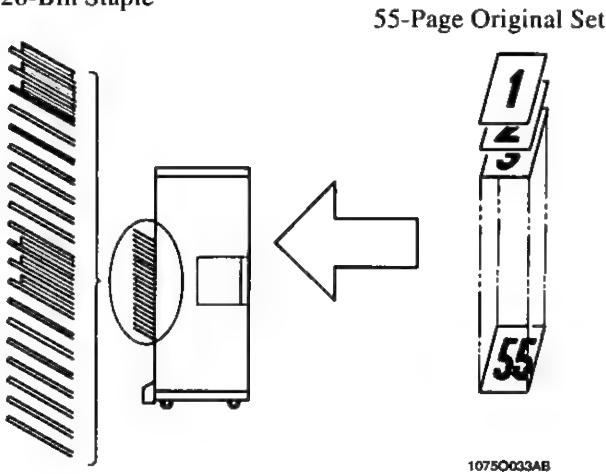
| Copies | Bins Used |
|-----------------------------|-------------------|
| 1st to 50th sorted copies | 1st to 10th Bins |
| 51st to 100th sorted copies | 11th to 20th Bins |

* If the number of copies selected exceeds 10, the copy cycle stops at the 50th original.

Example: Making 3 copy sets of a 55-page original set using a 20-Bin Staple Sorter

Each of the top three Bins contains 50 sorted copies.

Each of the 11th to 13th Bins contains 5 sorted copies.



* To have a complete set from the originals, place the copies from the 11th Bin on top of those from the 1st Bin. In the same way, place the copies from the 12th Bin on top of those from the 2nd Bin, and so on.

Auto Dual Function in Sort-and-Staple Mode

When 10 or less copies are made from an original set consisting of more than 51 originals in the Sort-and-Staple Mode and the Auto Dual function is activated, the Sort-and-Staple Mode is automatically switched to the Sort Mode (no stapling takes place).

Auto Dual Function in Group Mode

When more than 51 copies are to be grouped together into one group, the Sorter or Staple Sorter uses the subsequent Bin to continue grouping the copies.

| Original | Copies | Bins Used |
|-------------------------------------|---------------------------|-----------|
| 1st | 1st to 50th copies | 1st Bin |
| | 51st to subsequent copies | 2nd Bin |
| 2nd to Nth: Same way up to the 20th | | |

Example: Separating copies made from 2 different originals into two groups when each group contains 60 copies.

Copies of 1st original

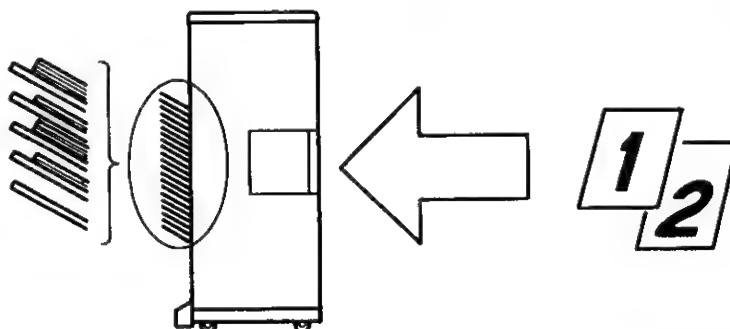
1st Bin: 50

2nd Bin: 10

Copies of 2nd original

3rd Bin: 50

4th Bin: 10



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Auto Dual Function in Non-Sort Mode

The capacity of the Non-Sort Bin is 100 (Sorter/Staple Sorter), 250 (Multi-Staple Sorter) and 200 (Multi-Staple Sorter Finisher) sheets. If more than that number of copies are made in Non-Sort Mode, the Sorter uses the 1st, 2nd, and subsequent Bins to hold those excess copies.

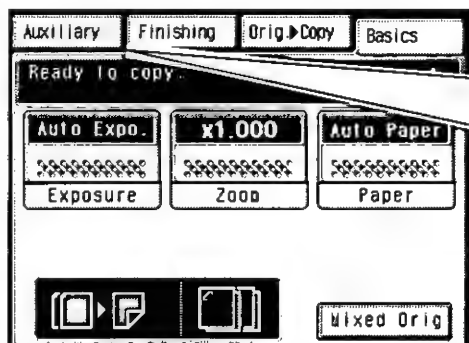
To Make More Than 20 Copy Sets in Sort Mode

<When a Sorter/Staple Sorter is mounted>

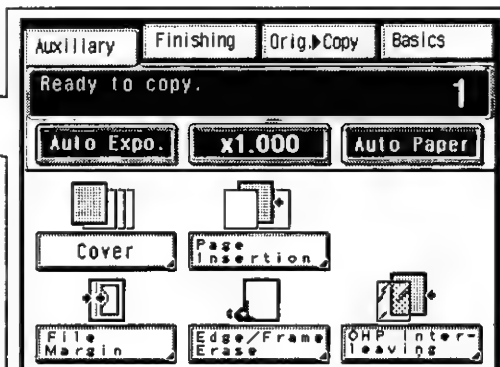
The maximum number of copy sets that can be sorted in a single copy run in Sort Mode is 20. If you need more copy sets than that, do this: first, enter the number of copy sets you need from the 10-Key Pad and press the Start key. When the copier finishes making and sorting 20 copy sets, it temporarily stops. You now remove the copy sets from the bins, then load your originals again and press the Start key. The copier resumes the copy job when it left off.

7. Auxiliary Functions

These pages explain about convenient functions offered as the Auxiliary functions and how to set these features. When the **Auxiliary** key on the Touch Panel is touched, the Auxiliary function menu screen appears.



1149O263CA



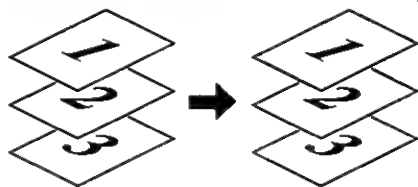
1149O265CA

Cover

The Cover mode lets you make a front cover or a front and back cover for a copy set by copying the first page or the first and last page of an original set on different paper from the normal copy paper, such as colored paper. There are six different Cover functions available. Select the appropriate one according to your need.

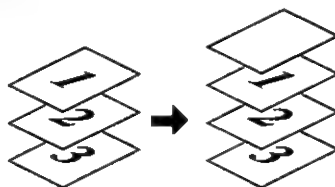
Functions

Front Cover: Copied
Back Cover: None



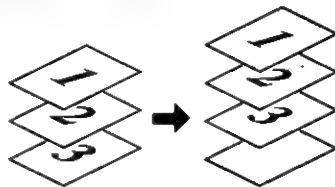
1149O390AA

Front Cover: Blank
Back Cover: None



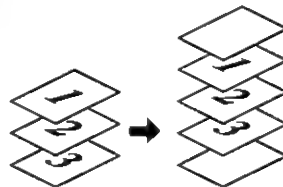
1149O389AA

Front Cover: Copied
Back Cover: Blank



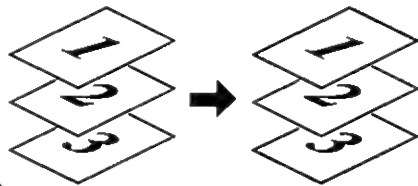
1149O394AA

Front Cover: Blank
Back Cover: Blank



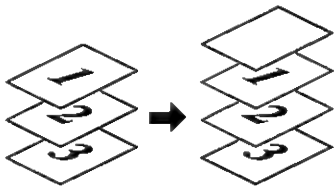
1149O392AA

Front Cover: Copied
Back Cover: Copied



1149O393AA

Front Cover: Blank
Back Cover: Copied



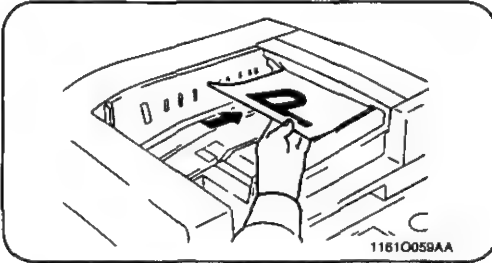
1149O391AA

1149O041AA

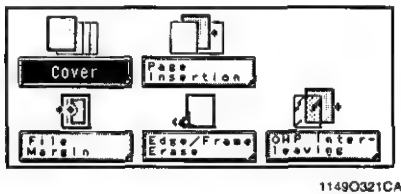
1149O044AA

Using the Cover Mode

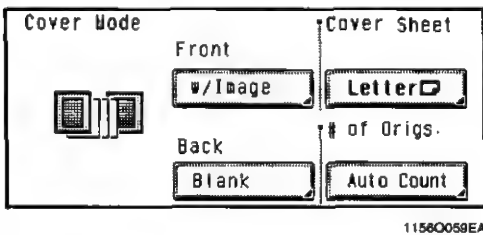
- 1** Load your originals into the document feeder.



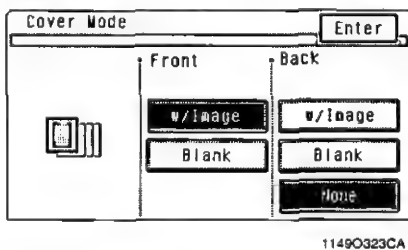
- 2** Touch **Cover**.



- 3** Touch the key for Front or Back.

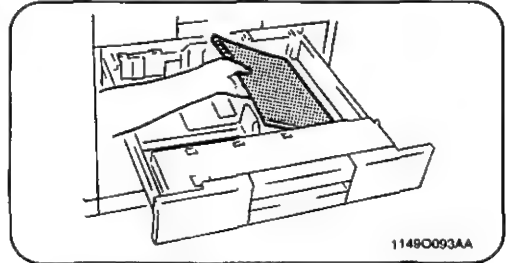


- 4** Select the appropriate function (W/Image, Blank, or None) for Front and Back.



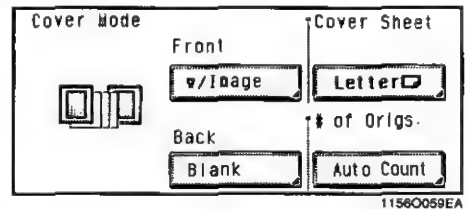
- 5** Touch **Enter**.

- 6** Load the paper for the cover (e.g., colored paper) into the drawer.

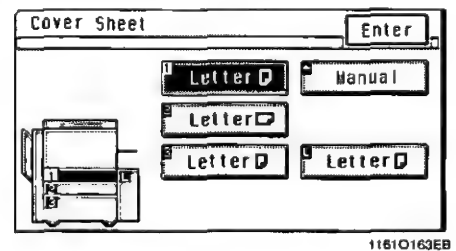
**Useful Tip**

You can use the Multi Bypass Tray as the source of the paper for the cover.

- 7** Touch the key for Cover Sheet.

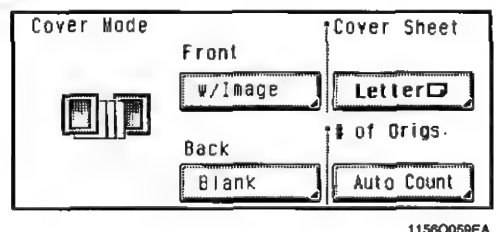


- 8** Select the drawer in which paper for the cover has been loaded in step 6.

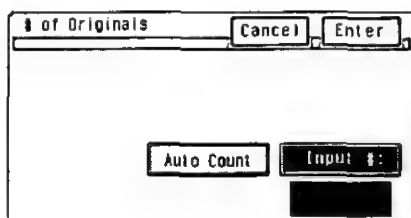


- 9** Touch **Enter**.

- 10** Touch the key for # of Origs.



7. Auxiliary Functions

11Touch **Input #**.

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Useful Tip

The copier offers a function that automatically counts the number of originals (Auto Count). To use this feature, see p. 65.

12

Count the number of your originals and enter that number from the 10-Key Pad.

12

11490045AA

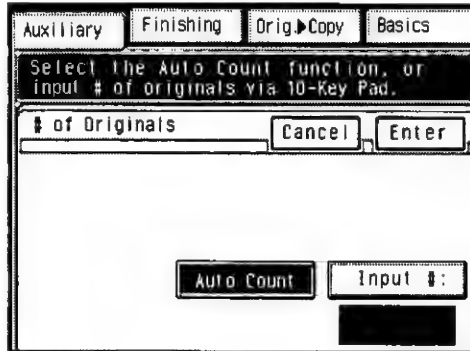
NOTES

- The maximum number of originals that can be entered is 60.
- Press the Clear key to correct a number entry.

13Touch **Enter**.

Auto Original Count

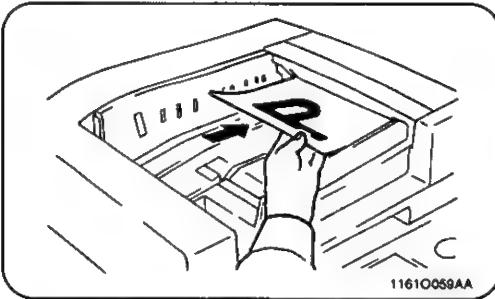
The copier offers a feature that automatically counts the number of originals. It can be used by touching **Auto Count**.



1149O332CA

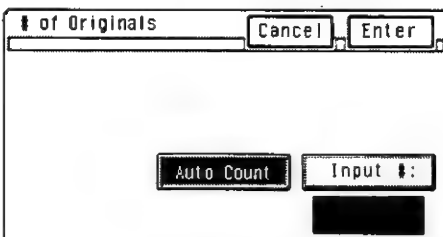
Using the Auto Count Function

- 1 Load your originals into the document feeder.



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- 2 Touch **Auto Count**.



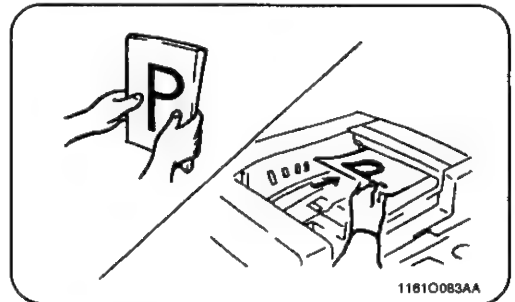
1149O333CA

- 3 Touch **Enter**.

- 4 Press the Start key to start the original count sequence.

- The document feeder starts feeding the originals loaded on it to count the number of originals. (At this time, no copy cycle is run.)

- 5 Unload the originals ejected onto the Document Exit Tray and reload them onto the Document Feed Tray. Then, press the Start key.



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NOTE

If the copier is equipped with a RDF, the stack of your originals is automatically reloaded into the document feeder after it completes an Auto Count cycle, and the copy cycle starts automatically.

Page Insertion

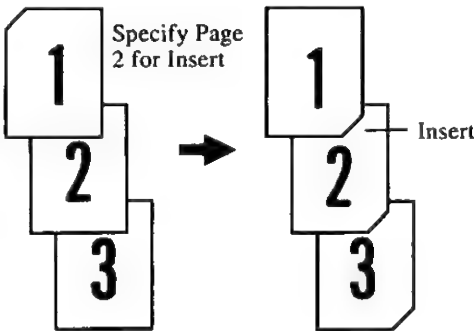
Page Insertion allows you to insert a special sheet of paper (e.g., colored paper) into the copy set. Two different functions are available. Select the appropriate one according to your need.

Functions

Page Insertion <Copied Inserts>

Original Set

Copy Set

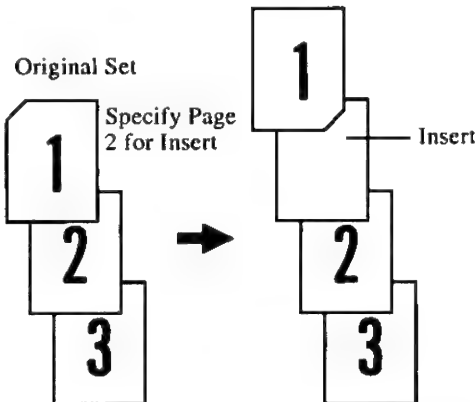


The copier copies the page, which is specified for an insert, on paper for inserts (e.g., colored paper).

Page Insertion <Non-Copied Inserts>

Original Set

Copy Set



The copier inserts a blank sheet of paper for inserts (e.g., colored paper) at any specified place between pages.

Specifying the Place for an Insert

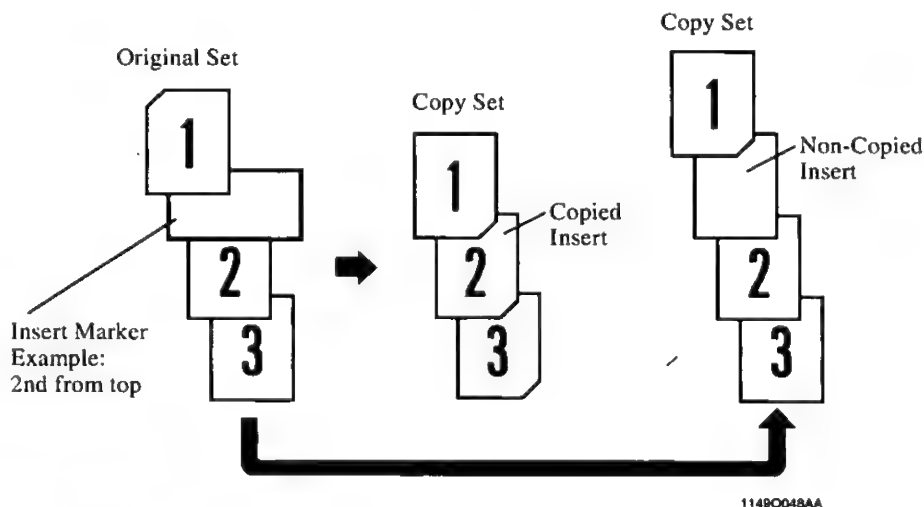
In the Page Insertion mode, you must specify where to place an insert. Two ways are available to specify the insert places, either ADF Detection or 10-Key Input.

ADF Detection (automatic detection)

Put a sheet of paper of a different size from the originals at your desired places in the original set (for convenience, let us call this paper the insert marker), load the original set onto the document feeder, and let the copier start the original count sequence. ⇨ p. 68
 <The copier automatically detects and sets the places for inserts.>

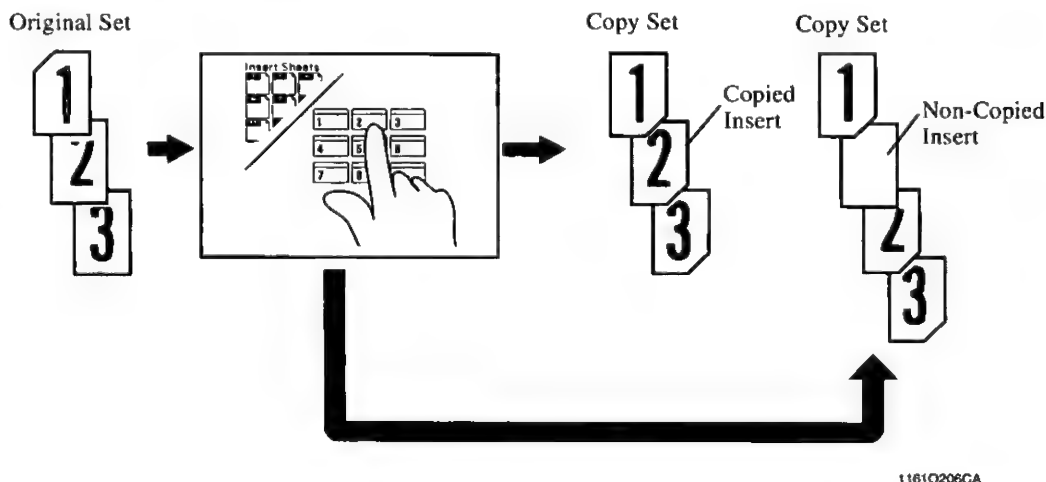
NOTE

ADF Detection cannot be operated when the Mixed Original Detection mode is set.



10-Key Input

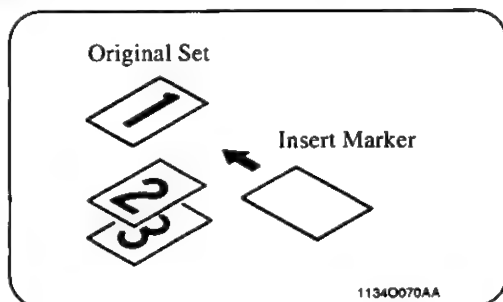
Using the 10-Key Pad, define the places for inserts. ⇨ p. 70
 <Up to 20 places can be defined.>



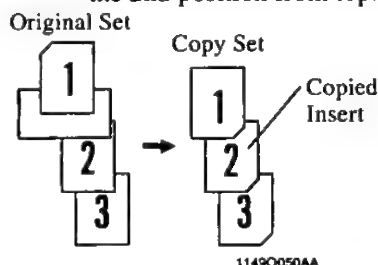
Using Page Insertion

<ADF Detection>

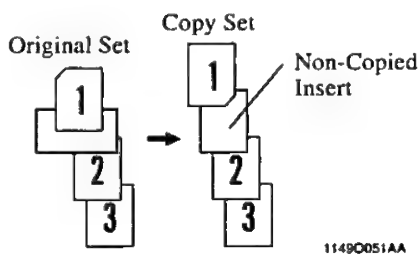
- 1** Put an insert marker into the desired place in the original set. (Insert markers can be used in up to 20 places.)



Example 1: To place a copied insert at the 2nd position from top.

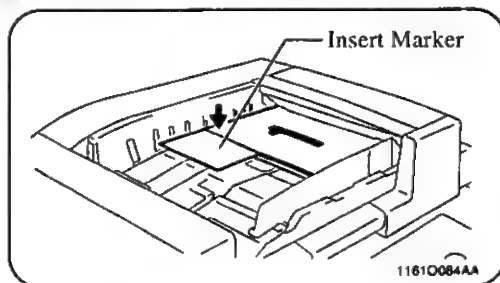


Example 2: To place a non-copied insert between pages 1 and 2.

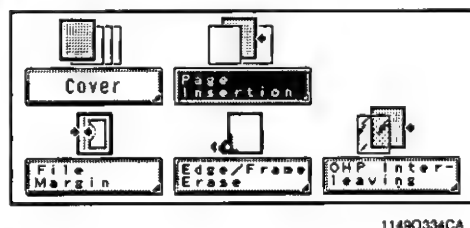
**NOTE**

For the insert marker, use paper that is a size, or loaded in a direction, different from the originals.

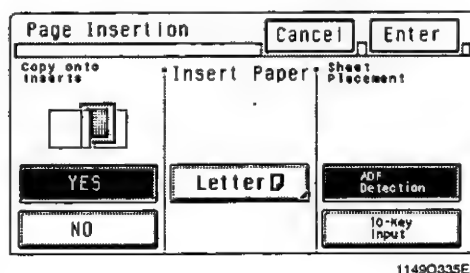
- 2** Load the original set containing insert markers into the document feeder.



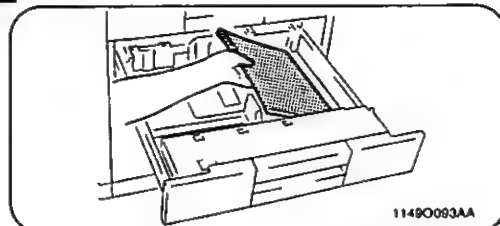
- 3** Touch **Page Insertion**.



- 4** Touch the appropriate key for Copy Onto Inserts to select whether to copy onto inserts (YES) or not (NO).

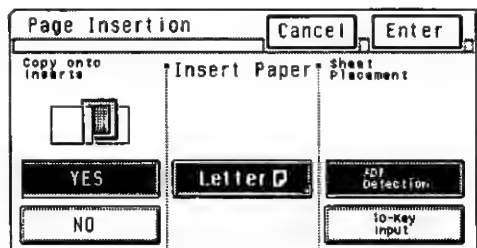


- 5** Load the paper for inserts into the drawer.

**Useful Tip**

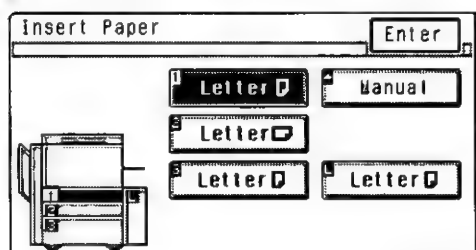
You can use the Multi Bypass Tray as the source of the paper for the inserts.

- 6** Touch the paper size key for Insert Paper.



1149O337EA

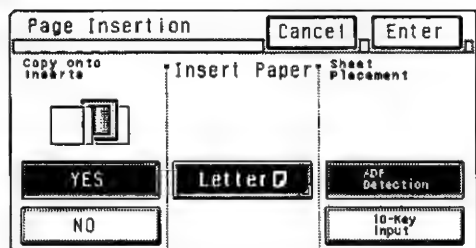
- 7** Select the paper source in which paper for inserts has been loaded in step 5.



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- 8** Touch **Enter**.

- 9** Touch **ADF Detection**.

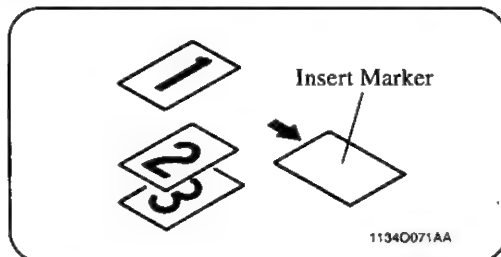


1149O337EA

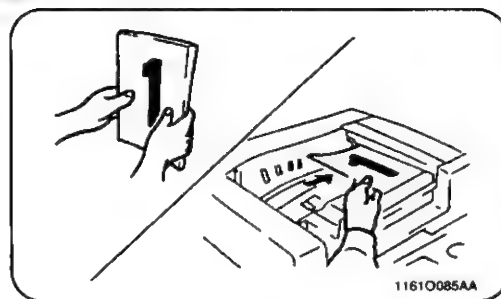
- 10** Press the Start Key to let the copier start the original count sequence.

* The document feeder starts feeding the originals loaded in it to detect the place for inserts. (At this time, no copy cycle is run.)

- 11** Unload the original set and remove the insert markers from the originals ejected onto the Document Exit Tray.



- 12** Reload original set onto the Document Feed Tray.

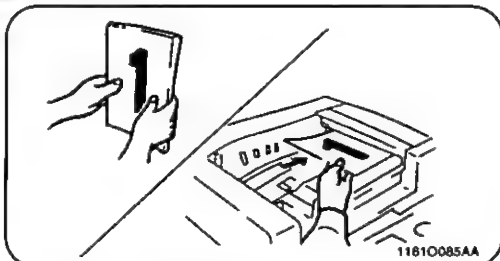


7. Auxiliary Functions

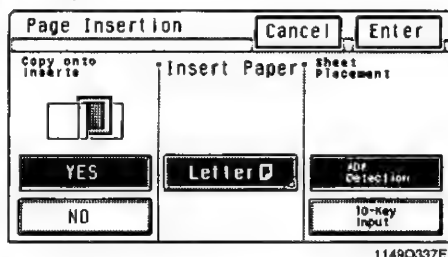
Using Page Insertion

<10-Key Input>

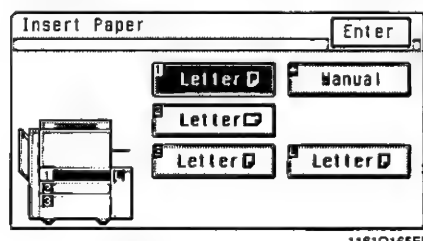
- 1** Load the original set into the document feeder.



- 5** Touch the paper size key for Insert Paper.

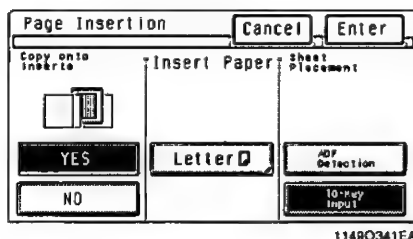


- 6** Select the paper source in which paper for inserts has been loaded in step 4.



- 7** Touch **Enter**.

- 8** Touch **10-Key Input**.



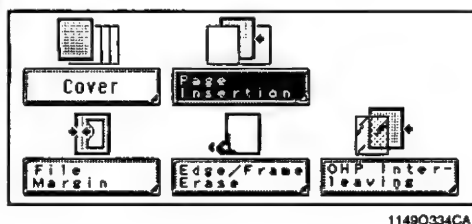
- 9** Enter the number of originals from the 10-Key Pad.



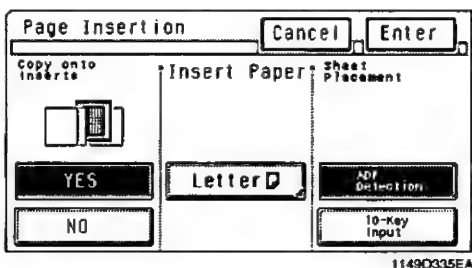
NOTES

- The maximum number of originals that can be entered is 60.
- Press the Clear key to correct a number entry.

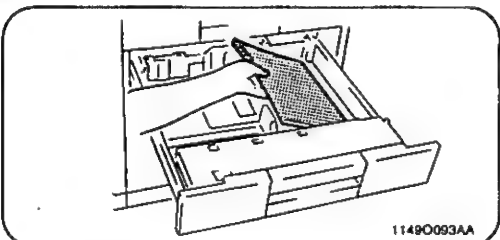
- 2** Touch **Page Insertion**.



- 3** Touch the appropriate key for Copy Onto Inserts to select whether to copy onto inserts (YES) or not (NO).



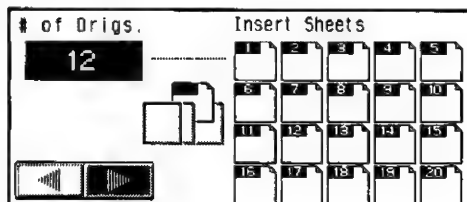
- 4** Load the paper for inserts into the drawer.



Useful Tip

You can use the Multi Bypass Tray as the source of the paper for the inserts.

- 10** Touch ◀ or ▶ to move the cursor to position no. 1 of the Insert Sheets.

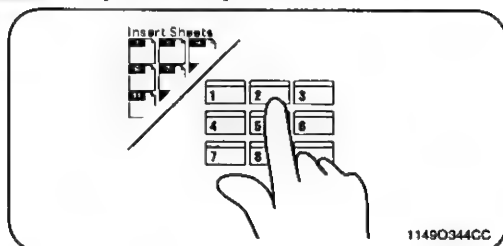


- 12** If you want to place more inserts, repeat steps 10 and 11 to enter numbers for placement positions no. 2 and up.

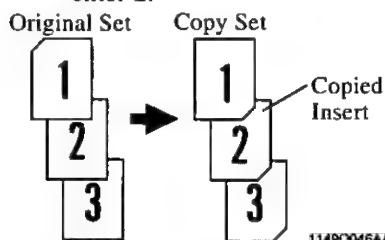
NOTE

There are from 1 to 20 positions for inserts.

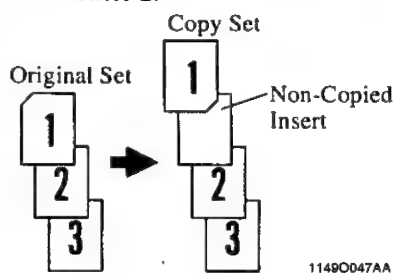
- 11** From the 10-Key Pad, enter a number for placement position no. 1.



Example 1: To place a copied insert at the 2nd position from top, enter 2.



Example 2: To place a non-copied insert between pages 1 and 2, enter 2.



NOTE

To correct a number entry, press the Clear Key and then enter the new number.

OHP Interleaving

When you make copies on transparencies, the OHP Interleaving function inserts copied or non-copied interleaves after each transparency. Four different functions are available. Select the appropriate one according to your need.

Functions

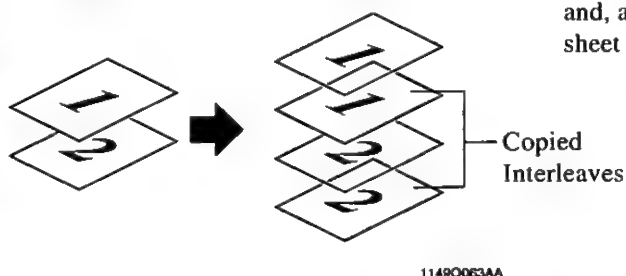
Single Copy

<Copied Interleaves>

Originals

Copies

The copier copies onto OHP transparencies and, after each transparency, inserts a copied sheet of paper.

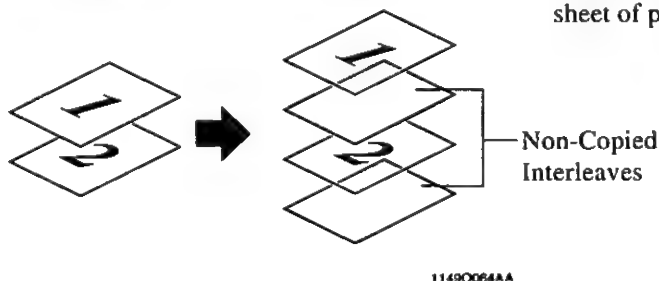


<Non-Copied Interleaves>

Originals

Copies

The copier copies onto OHP transparencies and, after each transparency, inserts a non-copied sheet of paper.



NOTES

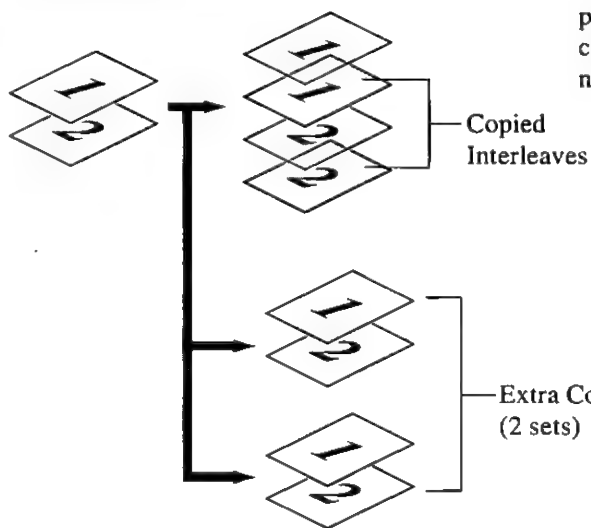
- OHP Interleaving can be available only when Letter paper is loaded in any paper source.
- OHP Interleaving precludes 2-sided copying.

Multiple Copy

<Copied Interleaves>

Originals

Copies



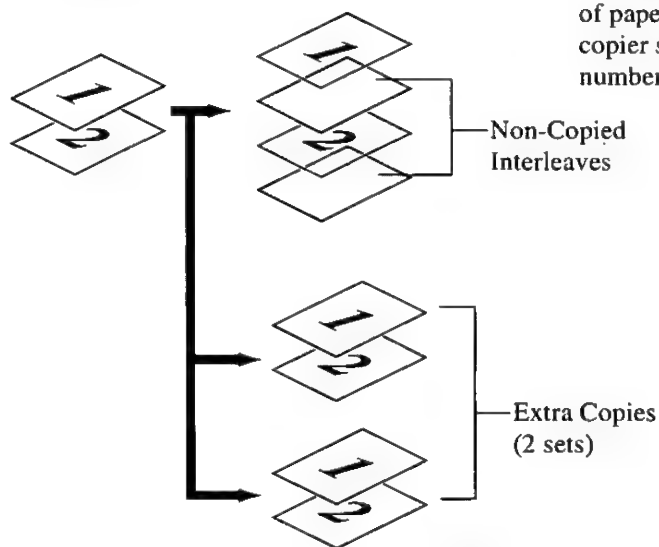
The copier copies onto OHP transparencies and, for the 1st set, inserts a copied sheet of paper after each transparency. Also, the copier sorts extra copies into a specified number of sets.

11490065AA

<Non-Copied Interleaves>

Originals

Copies



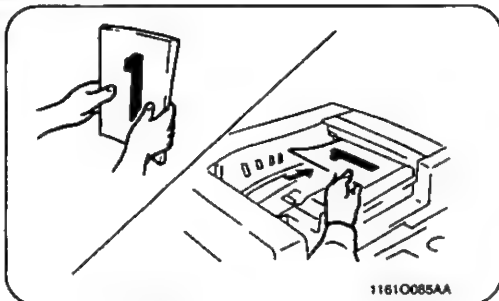
The copier copies onto OHP transparencies and, for the 1st set, inserts a non-copied sheet of paper after each transparency. Also, the copier sorts extra copies into a specified number of sets.

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7. Auxiliary Functions

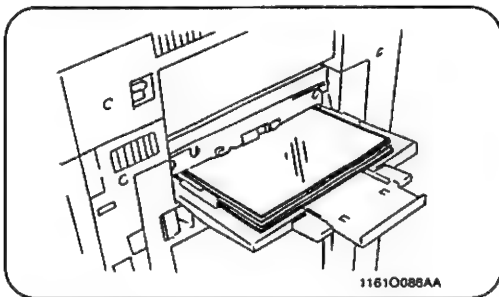
Using OHP Interleaving

- 1** Load the originals into the document feeder.

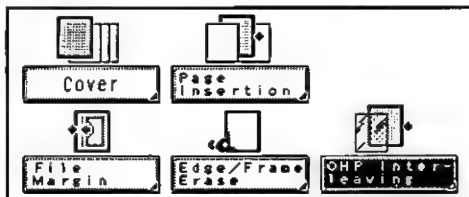
**NOTE**

If you make each copy through the Original Glass, start with the last page of the set.
"Placing Originals" ⇨ p. 30

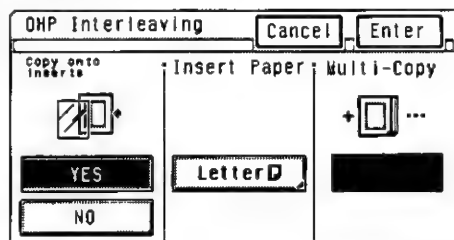
- 2** Load OHP transparencies onto the Multi Bypass Tray. (Up to 20 sheets of OHP transparencies can be placed on the tray.)



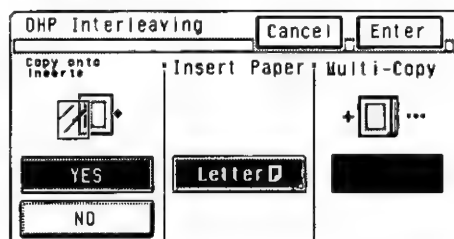
- 3** Touch **OHP Interleaving**.



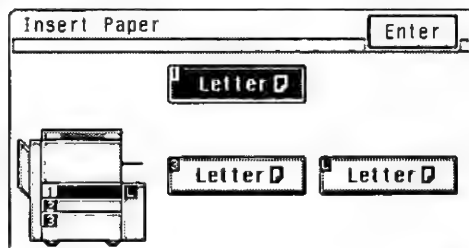
- 4** Select whether to copy onto the interleaves (YES) or not (NO).



- 5** Touch the key for the size of Insert Paper.



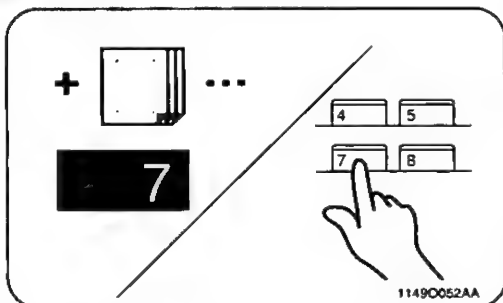
- 6** Select the size of Insert Paper.



- 7** Touch **Enter**.

8

Enter the number of extra copy sets to make from the 10-Key Pad.

**NOTE**

Additional copy sets for handout (Multi-Copy) are made using the copy paper fed from the same paper source as the Insert Paper.

9

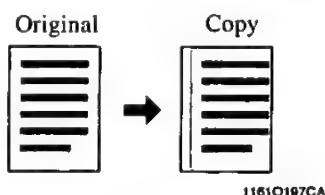
Touch **Enter**.

File Margin

The copier provides a file margin along the leading edge for your ease in filing. There are five different ways available for making a file margin. Use the one that is most suited to your need.

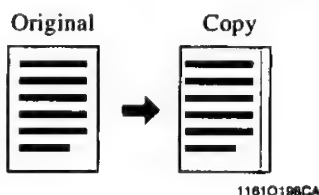
Functions

Shift-for-Margin



The image of the original is shifted in the crosswise direction to make a margin along the left edge of the copy.

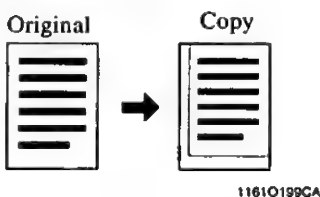
- The margin width can be selected from among 1/4", 1/2", 3/4", and 1".



The image of the original is shifted in the crosswise direction to make a margin along the right edge of the copy.

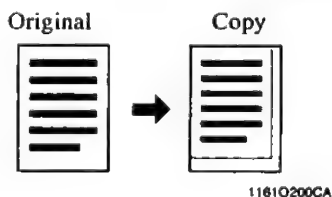
- The margin width can be selected from among 1/4", 1/2", 3/4", and 1".

Margin-by-Reduction



The image of the original which has almost no file margins along the sides is reduced to make a wider margin along the left edge of the copy.

- The margin width can be selected from among 1/4", 1/2", 3/4", and 1".



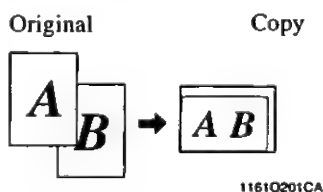
The image of the original which has almost no file margins along the sides is reduced to make a wider margin along the right edge of the copy.

- The margin width can be selected from among 1/4", 1/2", 3/4", and 1".

Useful Tip

If the image of the original covers the entire surface of the original, Margin-by-Reduction will ensure a copy with no lost image along the edges.

2-in-1 Margin



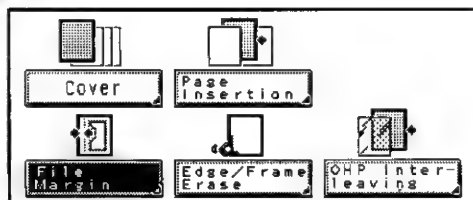
<Only when 2-in-1 Mode is selected>

The image of the original is reduced to make a wider margin along the top edge of the copy.

- The margin width can be selected from among approx. 1/2" and 1".

Using File Margin

1 Touch **File Margin**.

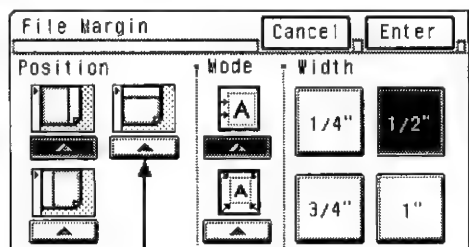


1149O352CA

2 Place the original.

- If you use a document feeder, loading your originals in the document feeder will change the contents of the display.

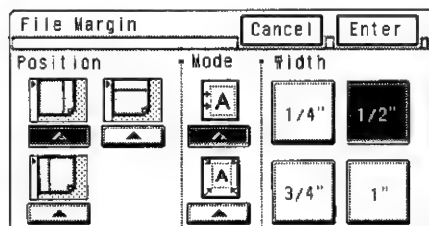
3 Referring to the table given below, select the "Position" of the margin.



Shown only when 2-in-1 mode is selected.

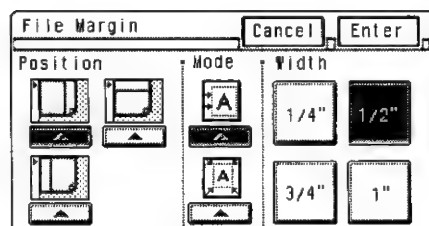
1161O169EA

4 Select the "Mode" of margin making.



1161O171EA

5 Select the "Width" of the margin.



1161O171EA

NOTE

Having a margin width larger than necessary could result in part of the image missing on the copy. Try to keep a logical margin width.

6 Touch **Enter**.

Loading the Originals in Margin Mode

<Using the Document Feeder>

| Margin Position | Original Placement |
|-------------------------|---------------------------------------------|
| Left 1149O203AA | Margin side on the left. 1161O087AA |
| Right 1149O204AA | Margin side on the right. 1161O088AA |

<Using the Glass>

| Margin Position | Original Placement |
|-------------------------|---------------------------------------------|
| Left 1149O201AA | Margin side on the right. 1075O040AA |
| Right 1149O202AA | Margin side on the left. 1075O041AA |

Edge/Frame Erase

The copier erases a margin of a set width along the four edges, one edge, or at the center to erase shadows or other unwanted images. This feature is effective in erasing the communications record on a document received by fax.

One of six different functions can be selected. Use the one that is most suited to your need.

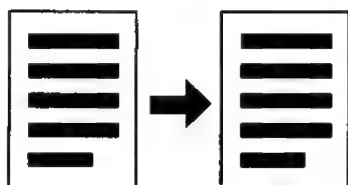
The erase width can be selected from among 1/4", 1/2", 3/4", and 1".

The erase width for the Top Edge is 1/2" only.

Functions

Left Edge Erase

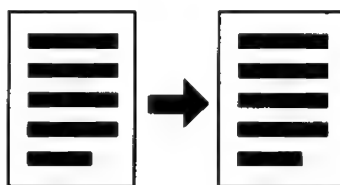
Erases a given width from the left edge of the copy.



1149O053AA

Right Edge Erase

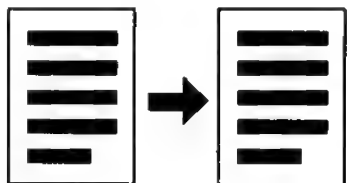
Erases a given width from the right edge of the copy.



1149O054AA

Frame Erase

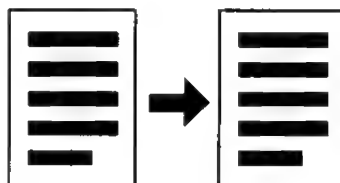
Erases a given width along the four edges.



1149O055AA

Top Edge Erase

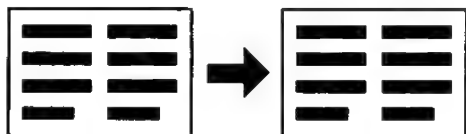
Erases a given width from the top edge of the copy.



1149O056AA

Center Erase

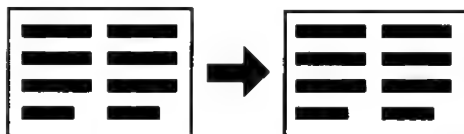
Erases a given width down the center.



1149O057AA

Frame + Center Erase

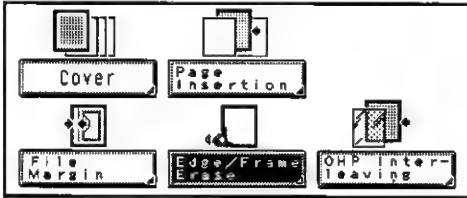
Erases a given width along the four edges and down the center.



1149O058AA

Using a Particular Edge/Frame Erase Function

1 Touch **Edge/Frame Erase**.



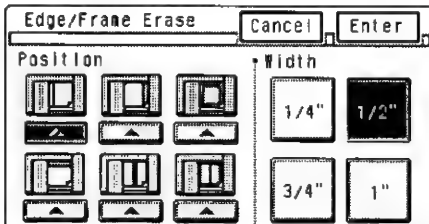
1149O355CA

2 Place the original.

NOTE

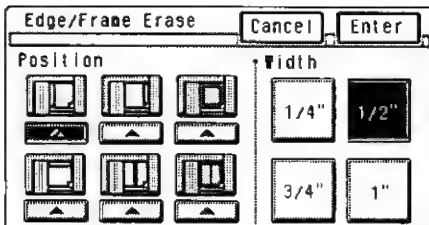
You must follow certain rules when placing the original.
"Loading the Originals for Edge/Frame Erase" ◊ p. 80

3 Select the particular erase function ("Position").



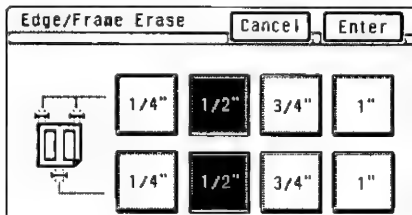
1149O356EA

4 Select the erase "Width."



1149O356EA

When Frame + Center Erase is selected, you can choose the erase width for each.



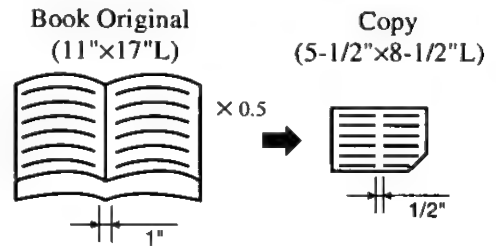
1161O174EA

5 Touch **Enter**.

NOTE

The erase width represents that on the copy, not on the original. So, use care when making a reduction or enlargement copy.

Example: Erasing the center of an 11"×17" size book original on a copy reduced by ×0.5.



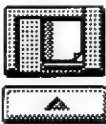
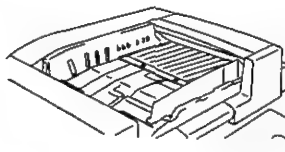
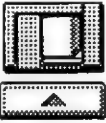
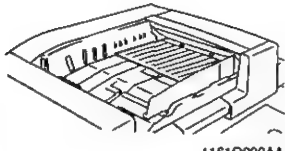
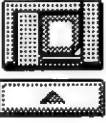
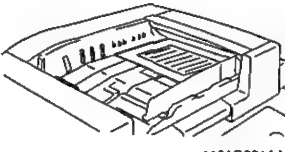
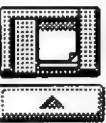
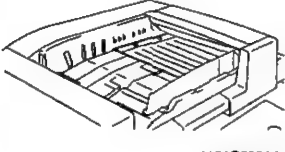

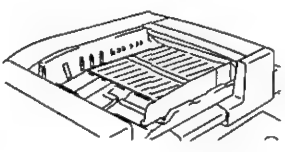
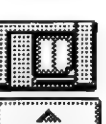
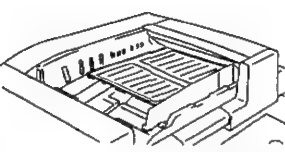
1161O210EA

If you want to erase the 1"-wide center margin on the original, that is reduced to 1/2" on the copy, select 1/2" for the erase width.

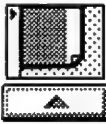
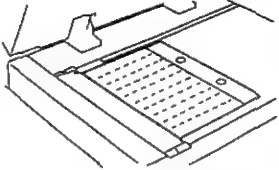
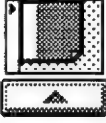
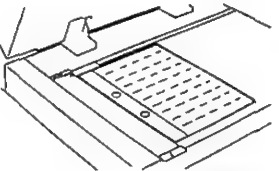
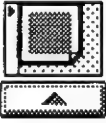
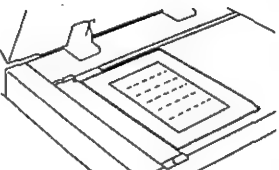
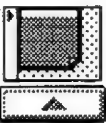
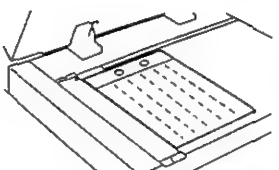
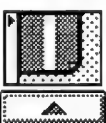
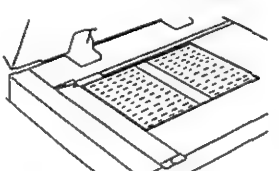
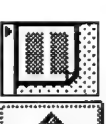
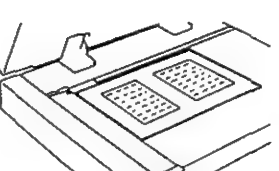
7. Auxiliary Functions

Loading the Originals for Edge/Frame Erase

<Using the Document Feeder>

| Erase Function | Original Placement |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Left Edge Erase  1149O207AB |  1161O089AA |
| Right Edge Erase  1149O208AA |  1161O090AA |
| Frame Erase  1149O209AA |  1161O091AA |
| Top Edge Erase  1149O210AA |  1161O092AA |
| Center Erase  1149O211AA |  1161O093AA |
| Frame + Center Erase  1149O212AA |  1161O094AA |

<Using the Glass>

| Erase Function | Original Placement |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Left Edge Erase  1149O213AA |  1149O109AA |
| Right Edge Erase  1149O214AA |  1149O110AA |
| Frame Erase  1149O216AA |  1149O111AA |
| Top Edge Erase  1149O215AB |  1149O112AA |
| Center Erase  1149O217AA |  1149O113AB |
| Frame + Center Erase  1149O218AB |  1149O114AB |

Chapter 4

Using the User Mode

This chapter explains about the functions that are made available by using the User Mode key, i.e., Job Memory Input, Zoom Memory Input, Meter Count, Toner Replenisher, Drum Dehumidifier, and User's Choice.

1. *Job Memory Input and Job Recall* p. 82
 - Job Memory Input*
 - Recalling a Job from Memory*
2. *Zoom Memory Input* p. 86
 - Storing a Zoom Ratio*
3. *Meter Count, Toner Replenisher, and Drum Dehumidifier* p. 87
4. *User's Choice* p. 88
 - User's Choice Functions*
 - Making the User's Choice Settings*
 - Copy Track Function*

1. Job Memory Input and Job Recall

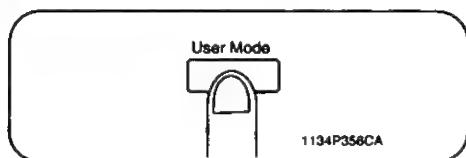
Job Memory Input

Up to 10 different, frequently used copying job programs can be stored in memory and recalled later as necessary. If "100 Accounts" or "1000 Accounts" is selected for "Copy Track" of Administrator Mode under User's Choice, five more jobs can be stored in memory for each account (only for accounts #1 to #10), in addition to the ordinary jobs.

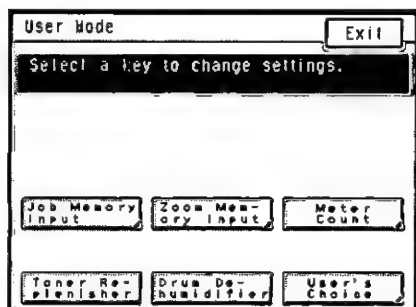
Storing a Job

1 Set up the job you want to store in memory.

2 Press the User Mode Key.




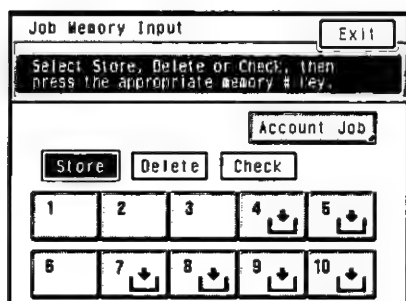
3 Touch **Job Memory Input**.




Touch **Account Job** if you want to store a job in Account Job memory.

4

Select any one of the 10 job number keys from **1** to **10**. (For Account Job, select any number from **1** to **5**.) Touch a job number key marked with .



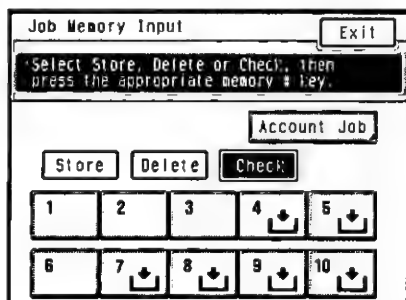
NOTE

A job number key not marked with  indicates that a job has already been stored under that number, rejecting the input of a new job. If you want to use that number to store a new job, first delete the job which is now stored in that number.

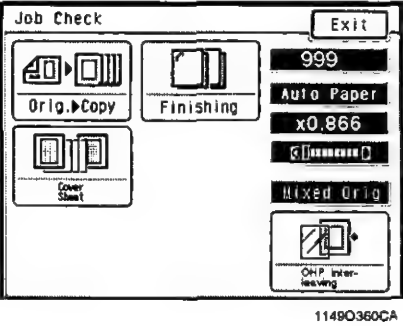
Deleting a Program ⇨ p. 84

5

To check for the details of the job stored, touch **Check** and then touch the job number key.



The job settings appear on the Touch Panel.

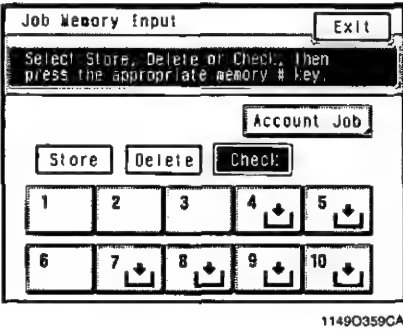


6

After you have checked the settings, touch **Exit**.

7

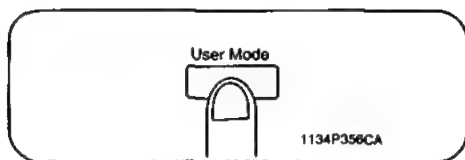
Touch **Exit** on the Job Memory Input screen. Then, the Basic screen reappears.



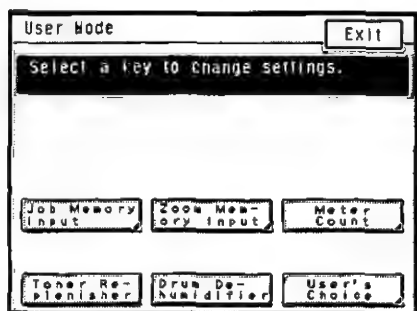
1. Job Memory Input and Job Recall

Deleting a Program

1 Press the User Mode Key.

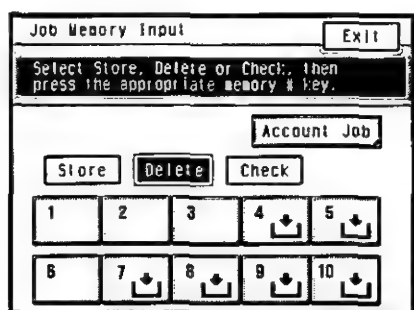



2 Touch **Job Memory Input**.



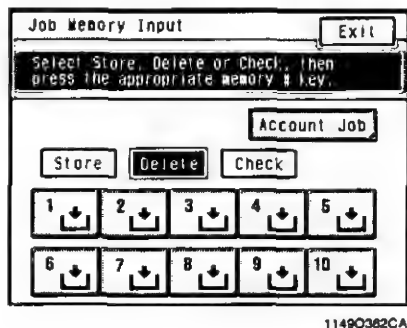
Touch **Account Job** if you want to delete a job in Account Job memory.

3 Touch **Delete**, then touch the job number key from which you want to delete a job program.



When  appears in that key, it indicates that the job program has been deleted.

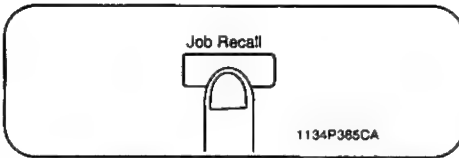
4 Touch **Exit**.
Then, the Basic screen reappears.



Recalling a Job from Memory

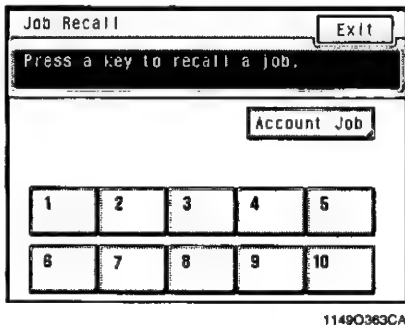
1

Press the Job Recall Key.



2

Touch the number key in which the desired job has been stored.

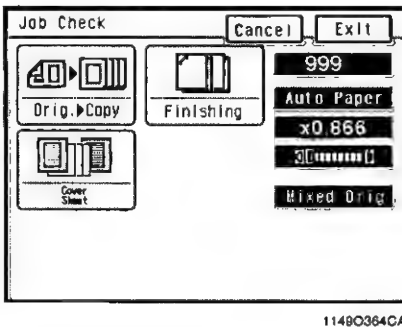


If you want to recall a job from Account Job memory, touch **Account Job** and then the number key.

3

Check the settings made and then touch **Exit**.

The copier is set up for these settings and the Basic screen reappears.



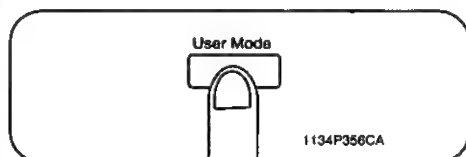
If the job recalled is not what you want, touch **Cancel**. Then, the Job Recall screen reappears.

2. Zoom Memory Input

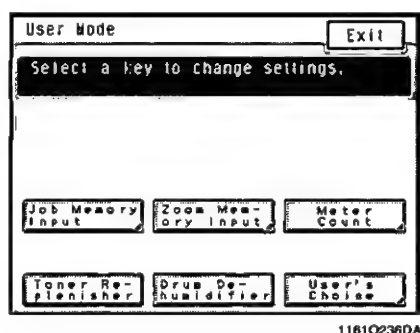
Up to two different, frequently used zoom ratios can be stored in memory so you can use them later whenever necessary. For the Minimal ratio, X0.930 has been factory-set, but that can be changed as necessary.

Storing a Zoom Ratio

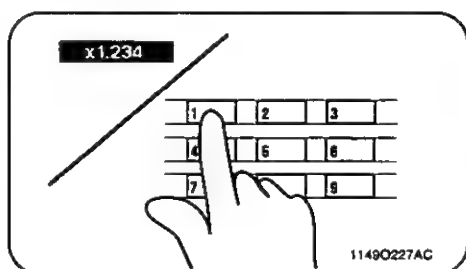
- 1** Press the User Mode Key.



- 2** Touch **Zoom Memory Input**.



- 3** Using the 10-Key Pad, enter the desired zoom ratio.

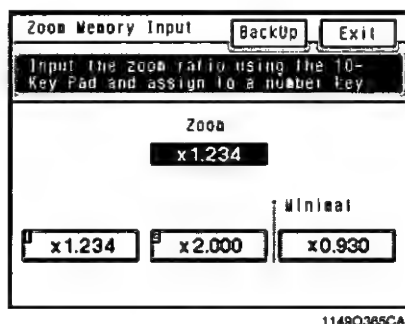


For example, enter X1.234, as **1**, **2**, **3**, and **4**, in that order. To correct an entry, press the Clear key, then enter the new ratio.

NOTES

- The zoom ratio can range from $\times 0.500$ to $\times 2.000$.
- The **Minimal** ratio can range between $\times 0.900$ and $\times 0.999$.

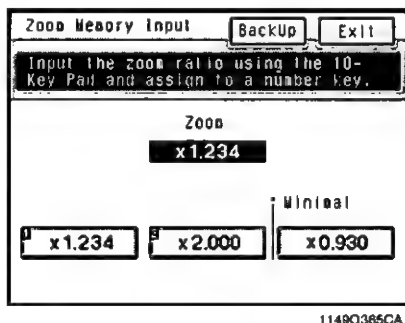
- 4** Touch the desired number key in which you want to store the zoom ratio, either **1** or **2**.



NOTES

- When a new zoom ratio is stored in a key number, the old one stored in that key number is lost.
- The custom zoom ratios may also be stored using the screen accessed by the **User Set** key which is shown when **Zoom** is touched on the Basic screen. *Storing a Ratio in Memory* p. 41

- 5** Touch **Exit**.
The Basic screen reappears.



3. Meter Count, Toner Replenisher, and Drum Dehumidifier

Meter Count

Touching **Meter Count** allows you to check the total count of each of the following five counters.

Total Counter

Shows the total number of copies made since the installation of the copier.

Size Counter

Shows the number of copies made on copy paper of a preset size. (The size will be set by your Technical Representative.)

2-Sided Total

Shows the number of 2-sided copies.

2-Sided Size

Shows the number of 2-sided copies made on copy paper of a preset size (the same size as set for Size Counter).

of Active Accounts

Shows the total number of copies made by the active accounts.

Toner Replenisher

Touching **Toner Replenisher** sets the copier into the auxiliary toner replenishing mode.

The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas such as a photo. As a result, the image density of the copy will become lighter. In such a case, you can use Toner Replenisher to regain the normal image density quickly.

NOTES

- Do not turn OFF the Power Switch or open the Front Door while the copier is replenishing toner.
- Toner is not replenished if the image density is sufficiently high.
- The toner replenishing sequence ends automatically.

Drum Dehumidifier

Touch **Drum Dehumidifier** to activate the Drum Dehumidifier function.

During times of high humidity or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation*¹ can form on the surface of the PC Drum*² resulting in blotchy copies. In such instances, use Drum Dehumidifier to dry the surface of the PC Drum.

*¹ Condensation:

A phenomenon in which small drops of water are formed on cold surfaces, such as the surface of the PC Drum.

*² PC Drum:

Functions in the copier as film in a camera.

Useful Tip

A copy cycle can be initiated even while the copier is in the Drum Dehumidifier cycle.

4. User's Choice

The copier has been set so that the most frequently used settings are automatically selected in the initial mode. User's Choice allows you to select the default settings which are automatically selected in the initial mode according to your own needs. By setting defaults that are most frequently used, time and effort to make extra settings will be eliminated when the copier is turned ON or when Auto Panel Reset is activated.

User's Choice Functions

User's Choice Exit

Mixed Orig. Detection: OFF

Language Selection: English

Paper Priority: Letter ☒ /1

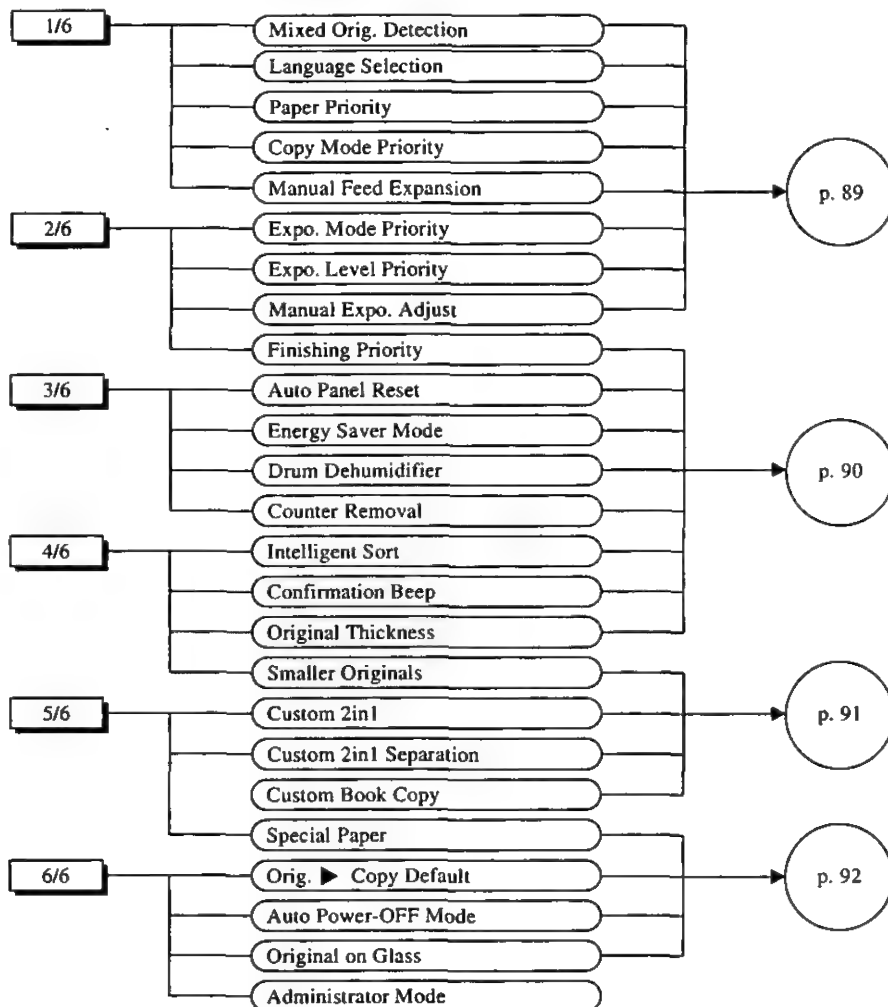
Copy Mode Priority: Auto Paper

Manual Feed Expansion: ON

1/6 2/6 3/6 4/6 5/6 6/6

11490368EB

A listing of User's Choice functions is given in six pages of menu, from **1/6** to **6/6**. To show the listing of each page, touch the desired page number key at the bottom of the Touch Panel.



1/6

Mixed Orig. Detection

Select whether to enable ("ON") the Mixed Original Detection mode or not ("OFF") when power is turned ON or panel reset.

The initial setting is "OFF."

Language Selection

Select the language of the Touch Panel messages, either "Japanese" or "English."

The initial setting is "English."

Paper Priority

Specify the paper source selected automatically.

The initial setting is "1" (1st Drawer).

Copy Mode Priority

Specify the default mode selected automatically when power is turned ON or panel reset, either "Auto Paper," "Auto Size," or "Manual."

The initial setting is "Auto Paper."

Manual Feed Expansion

Select whether to enable ("ON") the size input for manual bypass paper or not ("OFF").

* When this function is turned "ON," the following functions can be combined with manual bypass copying:

- Any finishing function other than Non-Sort
- 2-sided copying
- Erase
- Margin by Reduction
- Auto Paper
- Auto Size
- Book
- 2-in-1 Separation
- Mixed Original Detection

The initial setting is "ON."

2/6

Expo. Mode Priority

Specify the default exposure mode selected automatically when power is turned ON or panel reset, either "Auto" or "Manual."

The initial setting is "Auto."

Expo. Level PriorityAuto

Select the default exposure level in the Auto Exposure mode, either "Lighter," "Normal," or "Darker."

The initial setting is "Normal."

Manual

Set the default exposure level in the Manual Exposure mode.

The initial setting is "Normal."

Manual Expo. Adjust

Determine the default exposure-level-adjusting-increments in the Manual Exposure mode, as optimized by the type of original.

"Mode 1": For users who frequently use originals with halftone images, such as photos.

"Mode 2": For users who use a wide range of types of originals.

"Mode 3": For users who frequently use originals with a colored background or faint texts.

The initial setting is "Mode 1."

Finishing Priority

Select the default finishing type when the copier is equipped with a Sorter or Staple Sorter, either "NonSort," "Sort," "Group," "Sort Staple," "NonSort + Hole Punch," "Sort + Hole Punch," "Group + Hole Punch," or "Sort Staple + Hole Punch."

The initial setting is "NonSort."

3/6

Auto Panel Reset

Select the time it takes the auto panel reset function to be activated from among "30 sec.," "1 min.," "2 min.," "3 min.," or "5 min.," or not activate the function at all ("No Reset").

The initial setting is "1 min."

Energy Saver Mode

Set the time it takes the copier to enter the Energy Saver mode, from 1 to 240 min. (in 1-min. increments).

The initial setting is "15 min."

Drum Dehumidifier

Select whether to allow ["ON (Auto)"] the copier to enter into the Drum Dehumidifier mode automatically after it has been turned ON, or not ("OFF").

The initial setting is "OFF."

Counter Removal

Select whether to reset the panel ("ON") or not ("OFF") when the Plug-In Counter is pulled out of the copier.

The initial setting is "ON."

4/6

Intelligent Sort

Select whether to turn "ON" or "OFF" the function that automatically switches between Sort and Non-Sort, selecting Non-Sort if only a single original is loaded and Sort if two or more originals are loaded in the document feeder.

The initial setting is "ON."

Confirmation Beep

Select whether to turn "ON" or "OFF" the beep that sounds each time a key on the Touch Panel is touched.

The initial setting is "ON."

Original Thickness

This function cannot be used for this copier.

Smaller Originals

Select whether to enable ("ON") a copy cycle or not ("OFF") when it is initiated by pressing the Start key with no originals placed on the Original Glass or with an original smaller than the detectable size placed on the Original Glass in the Auto Paper mode.

If "ON" is selected, the copy cycle is run using the paper loaded in the default paper source. If "OFF" is selected, a warning message appears to instruct the user to select paper.

The initial setting is "ON."

5/6

Custom 2in1

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 copy is set. "Auto Paper" is among the choices of paper size.

The initial setting is "Auto Paper."

- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 copy is set. "Auto Size" is among the choices of zoom ratio.

The initial setting is "×0.647."

- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 copy is set.

The initial setting is no erase.

Custom 2in1 Separation

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 separation copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 separation copy is set. "Auto Paper" is among the choices of paper size.

The initial setting is "Auto Paper."

- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 separation copy is set. "Auto Size" is among the choices of zoom ratio.

The initial setting is "×1.545."

- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.

The initial setting is no erase.

Custom Book Copy

It is possible to store in memory various settings that are automatically recalled when Book copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when Book copy is set. "Auto Paper" is among the choices of paper size.

The initial setting is no Drawer.

- When a "Zoom" ratio is selected, that ratio is automatically selected when Book copy is set.

The initial setting is "×1.000."

- When a "Margin" setting is made, that setting is automatically selected when Book copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when Book copy is set.

The initial setting is no erase.

Special Paper

Designate a drawer for special paper.

The initial setting is "Normal" for all drawers.

See p. 37 for Special Paper Setting.

6/6

Orig. ► Copy Default

Select the type of Orig. ► Copy setting selected automatically when the copier is turned ON or panel reset.

The initial setting is 1 ► 2.

Consult your Technical Representative if you want 1 ► 1 as the priority function.

Auto Power-OFF Mode

Select the time it takes the Auto Power-OFF function to be activated, from 1 min. to 240 min. in 1-min. increments. Auto Power-OFF shuts down the copier a given period of time after the last operation.

The initial setting is 90 min.

* The Auto Power-OFF function can also be disabled.

Original on Glass

Select whether to turn "ON" or "OFF" the beep that sounds when you attempt to load an original in the document feeder with another one left on the glass.

The initial setting is "Beep ON."

Administrator Mode

This mode is used only by the administrator of your copier. When Administrator Mode is selected, the copier prompts you to enter your "Admin. #" (administrator number). The following functions can be set only when the correct administrator number is entered. The administrator number is set by the Technical Representative. For more details, consult your Technical Representative.

See p. 96 for setting the Copy Track function.

Copy Track

This function allows the administrator to keep track of the number of copies made by each account.

Select either "OFF," "100 Accounts," or "1000 Accounts."

The initial setting is "OFF."

When "100 Accounts" is selected:

ID #:

You can program or change your access number (for a max. of 100 accounts).

Limit:

You can limit the maximum number of copies that can be made.

Total:

Displays the count of the Total Counter. You can also clear the counter.

Size:

Displays the count of the Size Counter.

When "1000 Accounts" is selected:

Total:

Displays the count of the Total Counter. You can also clear the counter.

Max. Copy Sets

Determine the number of copies or copy sets that can be set using the 10-Key Pad.

The initial setting is "OFF."

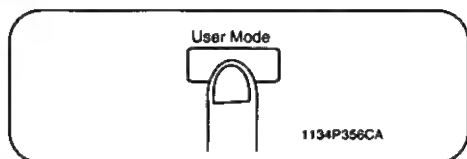
Non-Auto Shut Off

Select whether to enable ("ON") or disable ("OFF") the Auto Shut Off function.

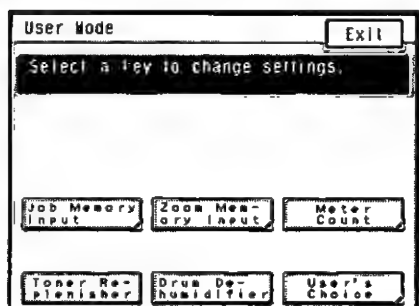
The initial setting is "OFF" (disable).

Making the User's Choice Settings

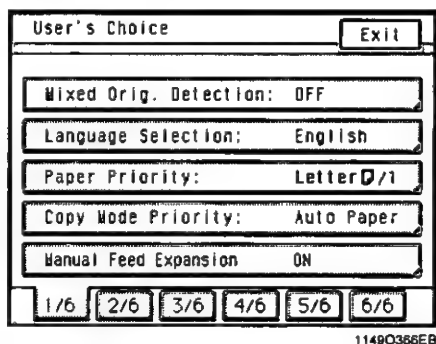
- 1** Press the User Mode Key.



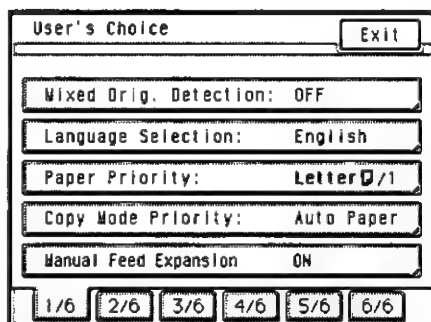
- 2** Touch **User's Choice**.



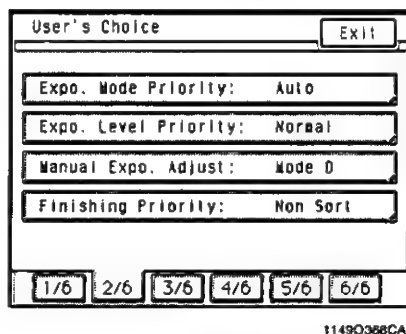
Page 1/6 of the User's Choice menu appears.



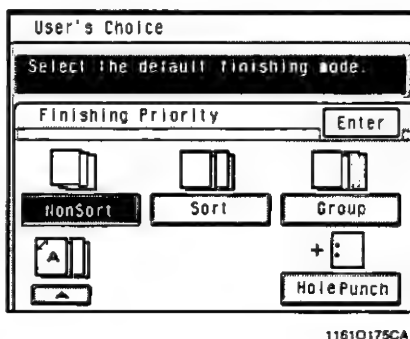
- 3** Select the key of the page number on which the desired User's Choice function is listed.
For example, to change Finishing Priority from Non-Sort to Sort, touch **2/6**.



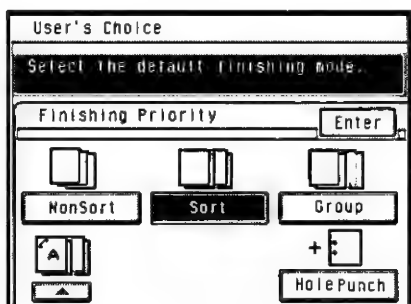
- 4** Touch the key of the desired User's Choice function.
For example, touch **Finishing Priority**.



The following screen appears, on which **Non Sort** is highlighted, indicating that it is selected.



5

Touch **Sort**.

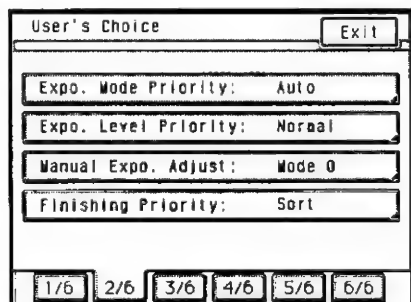
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6

Touch **Enter**.

* Repeat steps 3 to 6 to make new settings for other User's Choice functions.

7

Touch **Exit**.

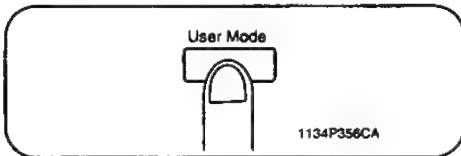
1149O371CA

Copy Track Function

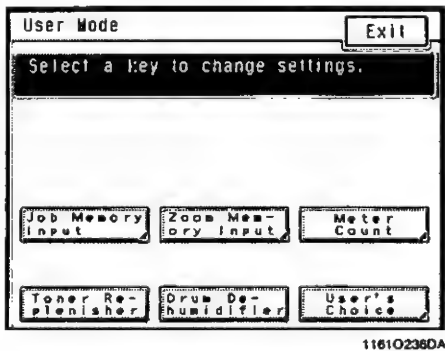
The administrator of the copier should make the setting, either "100 Accounts" or "1000 Accounts."

Setting the Copy Track Function

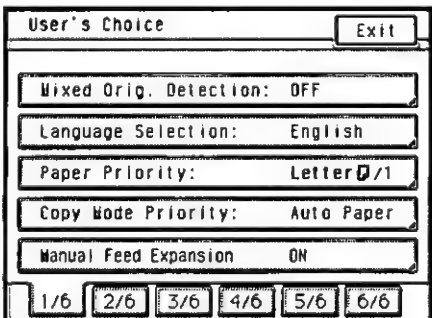
1 Press the User Mode Key.



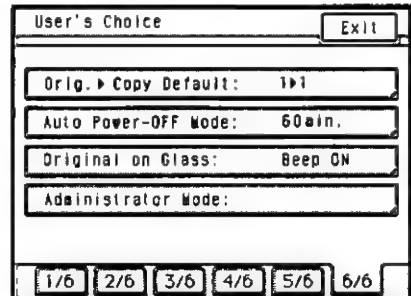
2 Touch **User's Choice**.



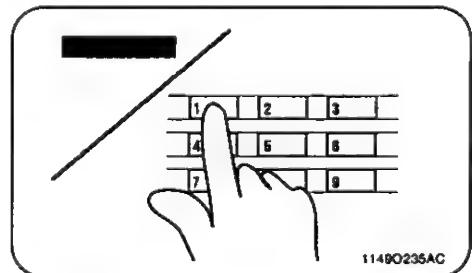
3 Touch **6/6**.



4 Touch **Administrator Mode**.



5 Enter the administrator number using the 10-Key Pad.



NOTES

- Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.
- The administrator should remember the administrator number.

6 Touch **Copy Track**.

User's Choice Exit

Copy Track: OFF

Copy Track Data:

Max. Copy Sets: 99sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

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7 Select the appropriate function.
For example, to keep track of 100 accounts, touch **100 Accounts** and then **Enter**.

User's Choice

Select the copy tracking mode: 100 accounts, 1000 accounts, or OFF.

Copy Track Enter

OFF 100 Accounts 1000 Accounts

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8 Initialize the Copy Track function data.
For example, you may touch **Yes** and **Enter**.

User's Choice

YES to delete current tracking data & change to new mode.

Copy Track Enter

Yes No

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NOTE

If you change the function, be sure to initialize the Copy Track data.

9 Touch **Enter**.

10 Touch **Exit**.

User's Choice Exit

Copy Track: 100 Track

Copy Track Data:

Max. Copy Sets: sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

1161O205CA

NOTE

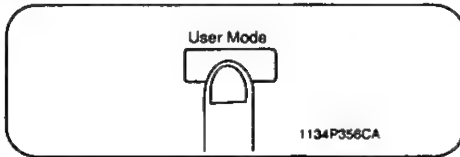
*When "100 Accounts" is set, program the ID # for each account.
Programming the ID #, p. 98*

4. User's Choice

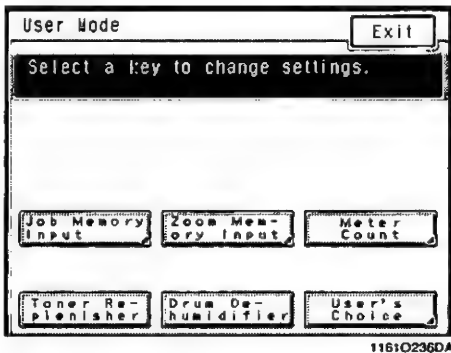
Programming the ID

An ID # can be programmed when "100 Accounts" is selected.

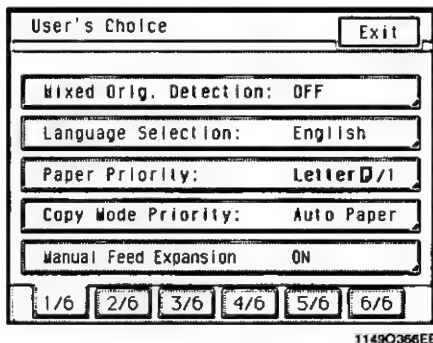
1 Press the User Mode Key.



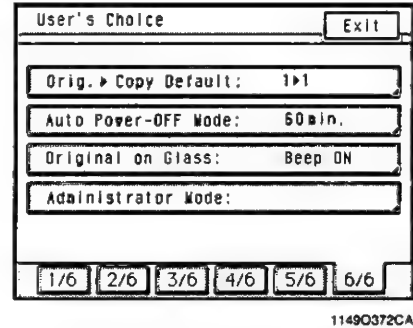
2 Touch **User's Choice**.



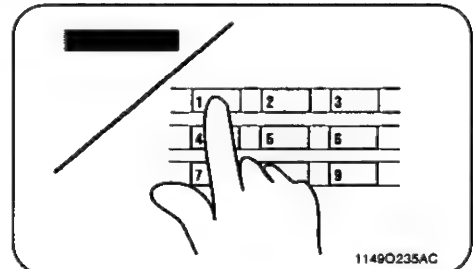
3 Touch **6/6**.



4 Touch **Administrator Mode**.



5 Enter the administrator number using the 10-Key Pad.

**NOTES**

- Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.
- The administrator should remember the administrator number.

6

Touch **Copy Track Data**.

User's Choice [Exit]

Copy Track: 100 Track

Copy Track Data:

Max. Copy Sets: sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

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7

Select the page number on which the target account is shown.

User's Choice

Select an account grouping, or reset all the counters using "Count Reset"

Copy Tracking Data [Enter]

Count Reset

| | | | |
|--------|--------|--------|--------|
| 1 /25 | 4 /25 | 7 /25 | 10 /25 |
| 13 /25 | 16 /25 | 19 /25 | 22 /25 |

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8

Touch the ID # key of the target account.

User's Choice [Enter]

Select account, then reset counters, change copy limit or access # (ID#).

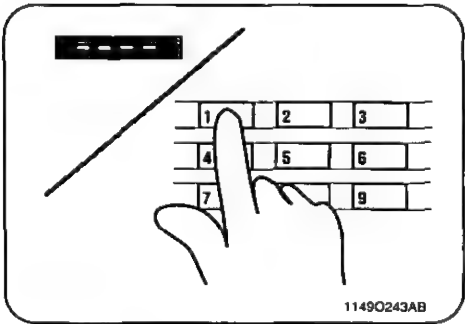
Copy Track Data 1 [Next]

| No. | Total | Size | Limit | ID # |
|------|-------|------|-------|------|
| 0001 | 0 | 0 | ---- | ---- |
| 0002 | 0 | 0 | ---- | ---- |
| 0003 | 0 | 0 | ---- | ---- |
| 0004 | 0 | 0 | ---- | ---- |

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9

Enter the ID # from the 10-Key Pad. Then, touch **Enter**.



NOTES

- The ID # should be a 4-digit number.
- To correct a number entry, press the Clear key and then enter the new number.
- If you want to program an ID # for other accounts, repeat steps 7 through 9.
- If a new ID # is programmed, the old one is erased.
- If a new ID # entered already exists for another account, the entry is rejected. Enter a different ID #.

10

Touch **Enter**.

11

Touch **Exit**.

User's Choice [Exit]

Copy Track: 100 Track

Copy Track Data:

Max. Copy Sets: sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

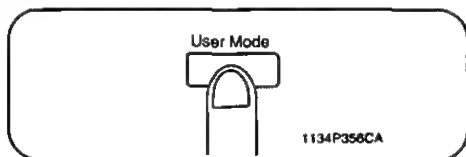
11610205CA

4. User's Choice

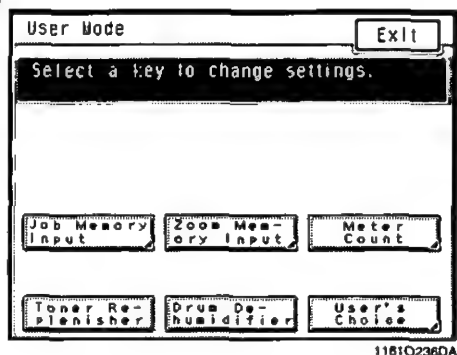
Setting a Limit for Each Account

A Limit can be set when "100 Accounts" is selected.

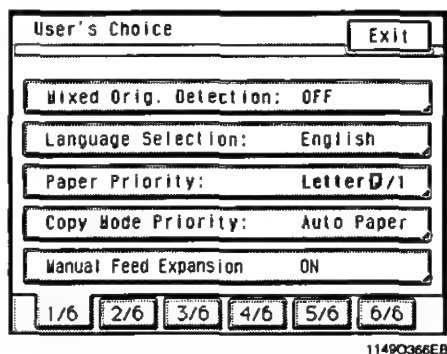
1 Press the User Mode key.



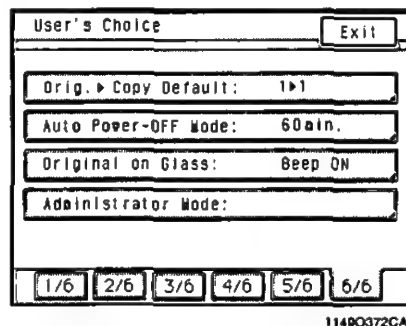
2 Touch **User's Choice**.



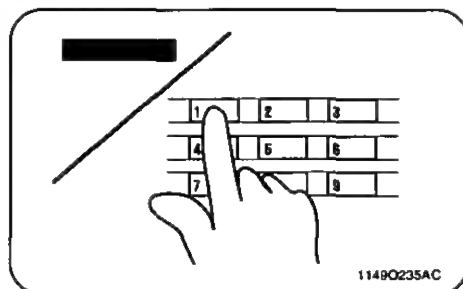
3 Touch **6/6**.



4 Touch **Administrator Mode**.



5 Enter the administrator number using the 10-Key Pad.



NOTES

- Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.
- The administrator should remember the administrator number.

6

Touch **Copy Track Data**.

User's Choice Exit

Copy Track: 100 Track

Copy Track Data:

Max. Copy Sets: sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

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7

Select the page number on which the target account is shown.

User's Choice

Select an account grouping, or reset all the counters using "Count Reset"

Copy Tracking Data Enter

Count Reset

| | | | |
|--------|--------|--------|--------|
| 1 /25 | 4 /25 | 7 /25 | 10 /25 |
| 13 /25 | 16 /25 | 19 /25 | 22 /25 |

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8

Touch the Limit key of the target account.

User's Choice Enter

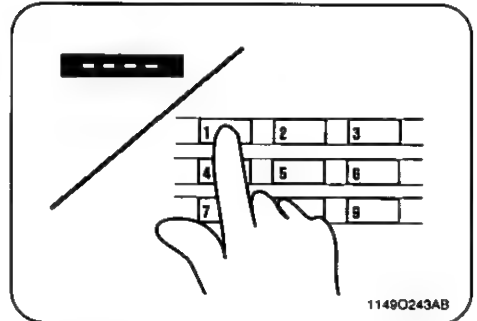
Select account, then reset counters, change copy limit or access # (ID#).

Copy Track Data 1 Next

| No. | Total | Size | Limit | ID # |
|------|-------|------|-------|------|
| 0001 | 0 | 0 | ----- | 1111 |
| 0002 | 0 | 0 | ----- | 2222 |
| 0003 | 0 | 0 | ----- | 3333 |
| 0004 | 0 | 0 | ----- | 4444 |

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9

Enter a number for the Limit from the 10-Key Pad.
Then, touch **Enter**.**NOTES**

- To correct a number entry, press the Clear key and then enter the new number.
- If you want to set a Limit for other accounts, repeat steps 7 through 9.

10

Touch **Enter**.

11

Touch **Exit**.

User's Choice Exit

Copy Track: 100 Track

Copy Track Data:

Max. Copy Sets: sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

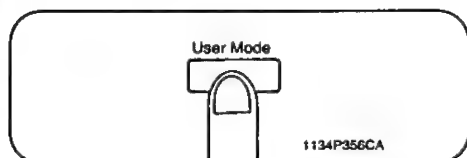
1161O205CA

4. User's Choice

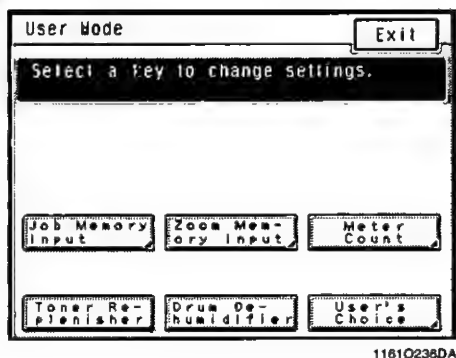
Clearing Counters for Each Account

A counter can be cleared for each account when "100 Accounts" or "1000 Accounts" is selected.

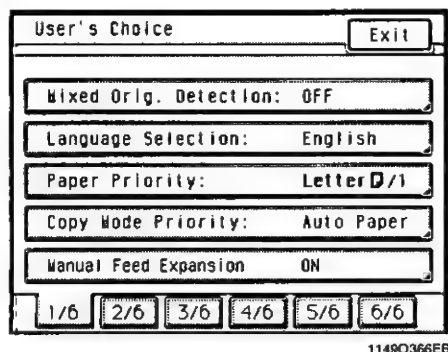
1 Press the User Mode Key.



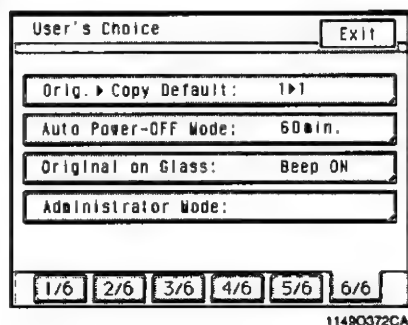
2 Touch **User's Choice**.



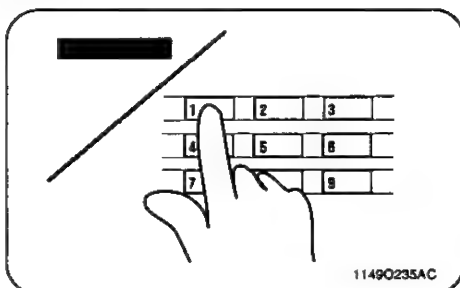
3 Touch **6/6**.



4 Touch **Administrator Mode**.



5 Enter the administrator number using the 10-Key Pad.



NOTES

- Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.
- The administrator should remember the administrator number.

6 Touch **Copy Track Data**.

User's Choice Exit

Copy Track: 100 Track

Copy Track Data:

Max. Copy Sets: sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

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7 Select the page number on which the target account is shown.

User's Choice

Select an account grouping, or reset all the counters using "Count Reset"

Copy Tracking Data Enter

Count Reset

| | | | | | | | |
|----|-----|----|-----|----|-----|----|-----|
| 1 | /25 | 4 | /25 | 7 | /25 | 10 | /25 |
| 13 | /25 | 16 | /25 | 19 | /25 | 22 | /25 |

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Useful Tip

You can touch **Count Reset** to clear the counters of all accounts at once.

8 Touch the counter key of the target account.

User's Choice Enter

Select account, then reset counters, change copy limit or access # (ID#).

Copy Track Data 1 Next

| No. | Total | Size | Limit | ID # |
|------|-------|------|-------|------|
| 0001 | 500 | 100 | 1000 | 1111 |
| 0002 | 300 | 50 | 1000 | 2222 |
| 0003 | 400 | 60 | 1000 | 3333 |
| 0004 | 500 | 70 | 1000 | 4444 |

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9 Press the Clear key and then touch **Enter**.

User's Choice Enter

Select account, then reset counters, change copy limit or access # (ID#).

Copy Track Data 1 Next

| No. | Total | Size | Limit | ID # |
|------|-------|------|-------|------|
| 0001 | 0 | 100 | 1000 | 1111 |
| 0002 | 300 | 50 | 1000 | 2222 |
| 0003 | 400 | 60 | 1000 | 3333 |
| 0004 | 500 | 70 | 1000 | 4444 |

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NOTE

If you want to clear the counters for other accounts, repeat steps 7 through 9.

10 Touch **Enter**.

11 Touch **Exit**.

User's Choice Exit

Copy Track: 100 Track

Copy Track Data:

Max. Copy Sets: sets

Non-Auto Shut OFF Disable

1/6 2/6 3/6 4/6 5/6 6/6

1181O205CA

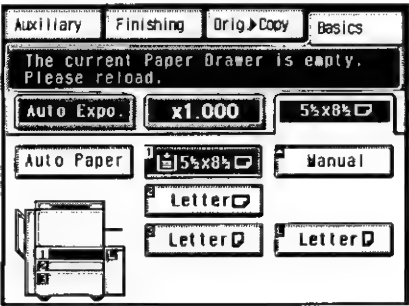
Chapter 5

When a Message Appears

This chapter explains about the various warning messages given on the Touch Panel and steps to take to correct these faulty conditions. It also covers the procedures to be used for replenishing supplies.

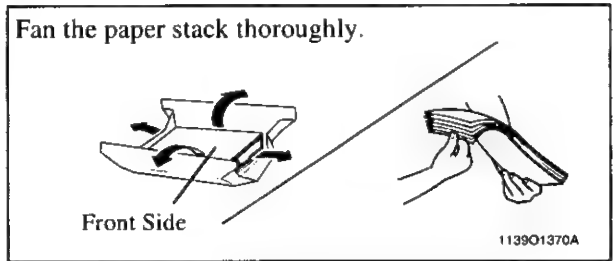
1. When the Message "The current Paper Drawer is empty." Appears p. 106
2. When the Message "Replenish Toner." Appears p. 110
3. When the Message "The Staple Cartridge is empty." Appears p. 112
4. When the Message "A paper misfeed has been detected." Appears p. 116
 - Misfeed Location Displays p. 116
 - Misfeed Clearing Procedures p. 117
 - Document Feeder
 - Copier
 - Multi Bypass Tray
 - Duplex Unit
 - Sorter
 - Large Capacity Paper Cassette
5. When "Y" Appears p. 125
6. What Does Each Message Mean? p. 126

1. When the Message "The current Paper Drawer is empty." Appears



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When the drawer currently selected for use runs out of paper, the message shown on the left appears. The current copy cycle is interrupted and you cannot start a new copy cycle. The blinking drawer has run out of paper.



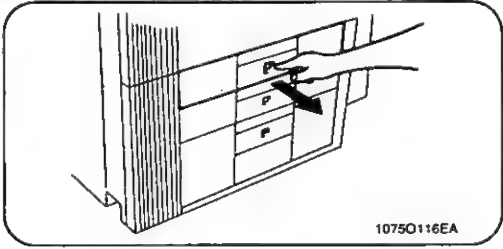
113901370A

Add paper by using the following procedure.

Adding Paper

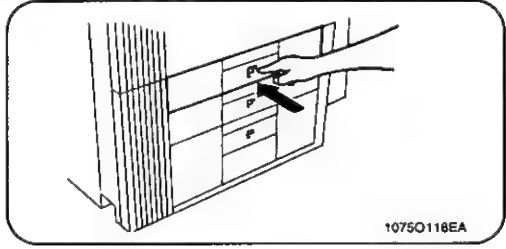
1st Drawer

1 Press the Paper Descent Key and then slide out the 1st Drawer.



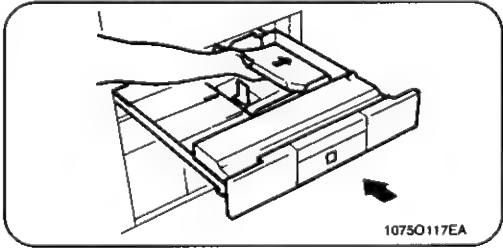
1075Q116EA

3 Press the Paper Descent Key.



1075Q118EA

2 Load the paper stack into the Drawer so that its front side (the side facing up when the package was unwrapped) faces down. Then, slide the Drawer back in.



1075Q117EA

NOTE



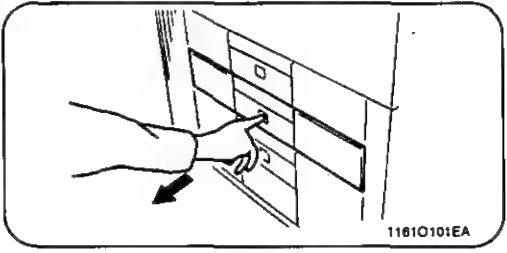
1145Q555KA

The paper should be loaded no higher than ▼ (Max. Level Indicator).

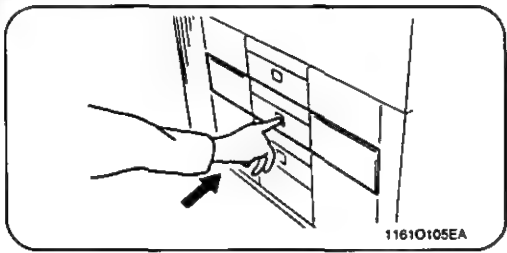
1. When the Message "The current Paper Drawer is empty." Appears

2nd Drawer

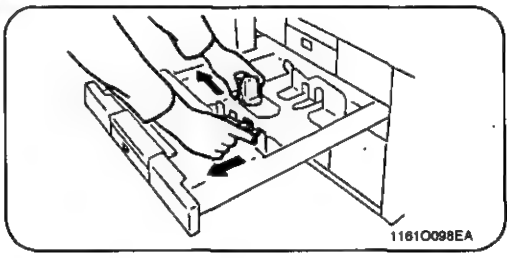
1 Press the Paper Descent Key and then slide out the 2nd Drawer.



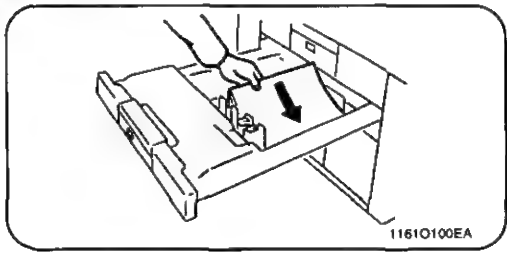
4 Slide the Drawer back in and press the Paper Descent Key.



2 Slide the Edge Guides in the direction of the arrow to suit the paper size.



3 Load the paper stack into the Drawer so that its front side faces down.



NOTE

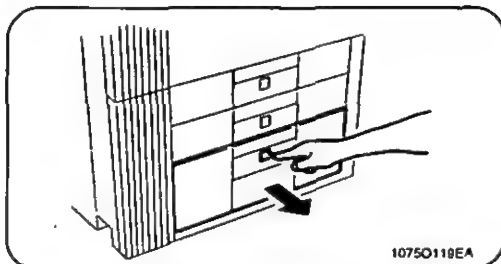


The paper should be loaded no higher than ▼ (Max. Level Indicator).

1. When the Message "The current Paper Drawer is empty." Appears

3rd Drawer

- 1** Press the Paper Descent Key and then slide the Drawer out.



Indication of the Paper Descent Key



1138O145AA

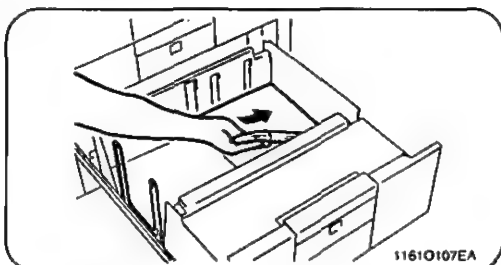
Steady : The 3rd Drawer has run out of paper, when a Drawer other than the 3rd is currently selected for use.



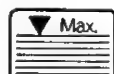
1138O145AA

Blinking: The 3rd Drawer has run out of paper, when the 3rd Drawer is currently selected for use.

- 2** Load the paper stack into the right half of the Drawer, front side face down. Press the leading edge of the paper stack tightly up against the right side of the Drawer.



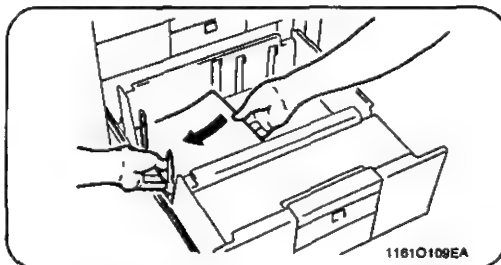
NOTE



1145O555KA

The paper should be loaded no higher than ▼ (Max. Level Indicator).

- 3** Load another paper stack into the left half of the Drawer, front side face down. Press the leading edge of the paper stack tightly up against the left side of the Drawer.



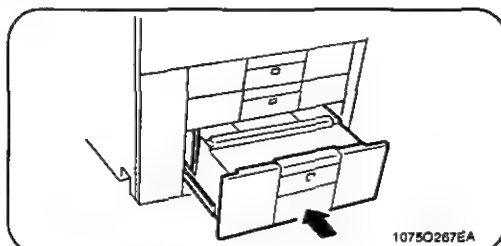
NOTE

The paper should be loaded no higher than the ▼ (Max. Level Indicator).

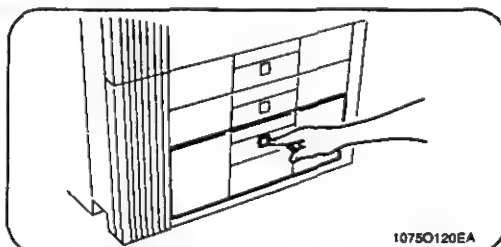


1161O150AA

- 4** Slide the Drawer back in.



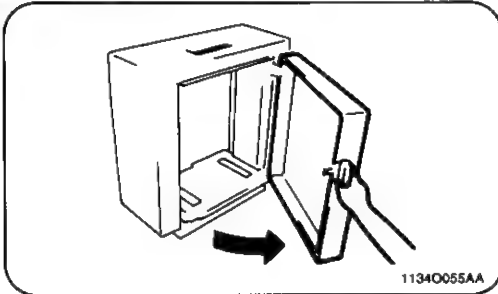
- 5** Press the Paper Descent Key.



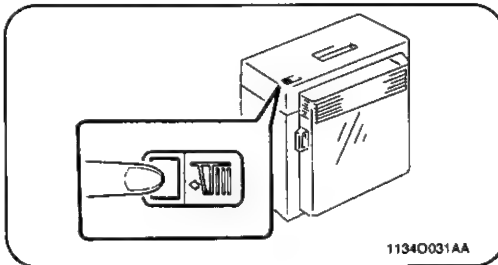
1. When the Message "The current Paper Drawer is empty." Appears

Large Capacity Paper Cassette

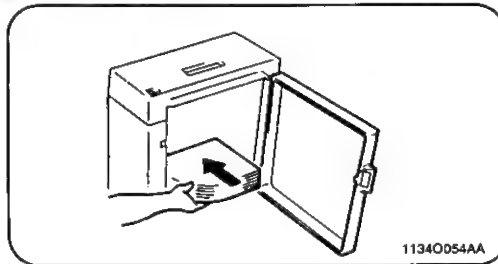
- 1** Holding the Door Lock Release Lever, open the Cassette Door.



- ◆ When adding paper to a partially loaded Cassette, press the Paper Plate Descent Key to lower the Paper Plate before opening the Cassette Door.



- 2** Place the paper stack onto the Paper Plate so that its front side faces up.



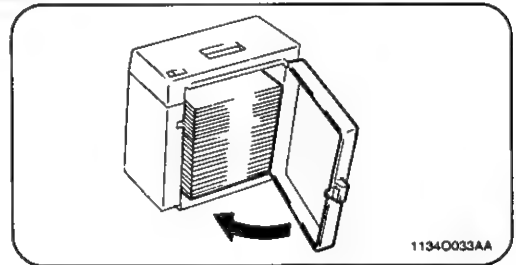
NOTES

- Make sure that the leading edge of the paper stack is pressed tightly up against the Guide Plate on the left of the Cassette.
- The paper should be loaded no higher than the ▼ (Max. Level Indicator).



1145O555KA

- 3** Close the Cassette Door.

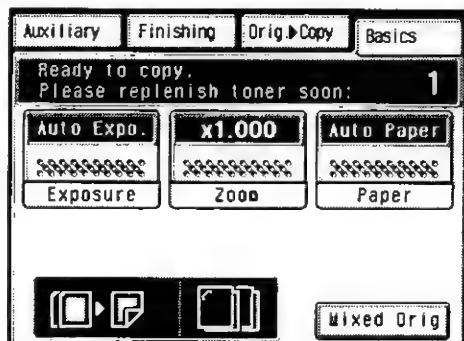


- ◆ This causes the Paper Plate to rise automatically.

NOTE

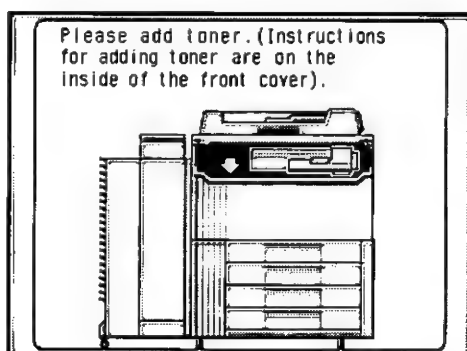
The Paper Plate may not ascend if the Cassette Door is not closed completely. Be sure to close the Door completely.

2. When the Message "Replenish Toner." Appears



1181O190CA

The message shown on the left appears when toner is soon running out. You can still make copies, but the image density will become lighter and lighter. It is recommended therefore that you replace the Toner Bottle as soon as possible.



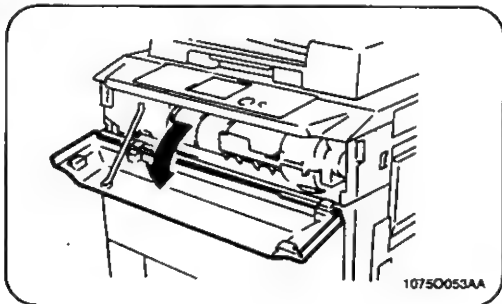
1181O177CA

When toner has run out, the message shown on the left appears and you can no longer start a new copy cycle. Replace the Toner Bottle with a new one by following the procedure given below.

Replacing the Toner Bottle

1

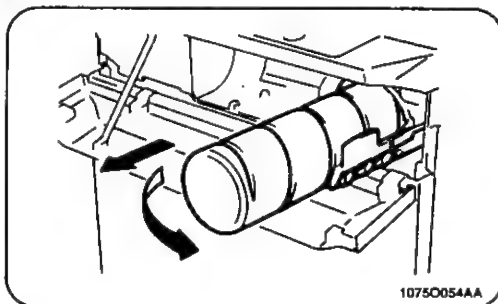
Swing down the Upper Front Door.



1075O053AA

2

Swing open the Toner Bottle Holder and pull out the used Toner Bottle.

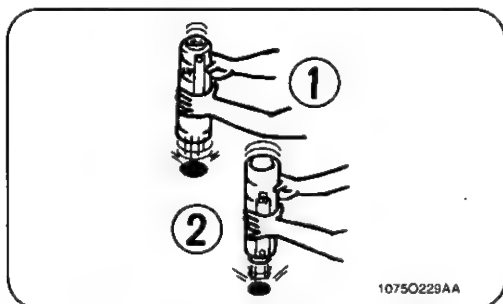


1075O054AA

2. When the Message "Replenish Toner." Appears

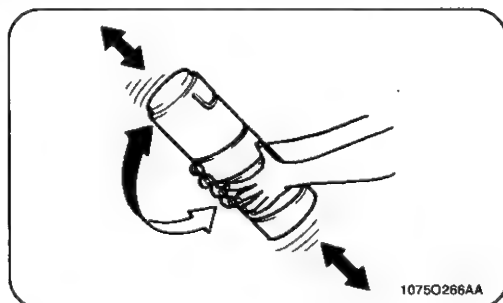
3

Tap a new Toner Bottle against a desk or other hard surface four to five times. Then, turn the Toner Bottle upside down and tap it in the same way again.



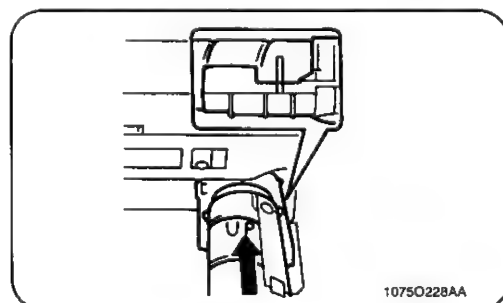
4

Shake the new Toner Bottle well and turn it over lengthwise five times.



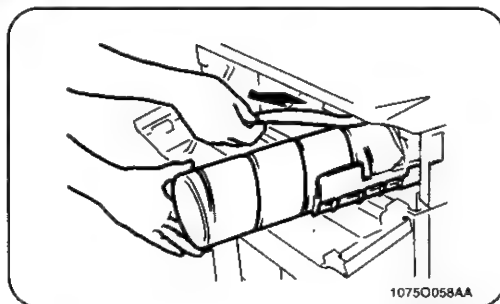
5

With the "UP" marking on top, insert the Bottle into position. Check that the □ marking on the Bottle is aligned with the □ marking on the Toner Bottle Holder.



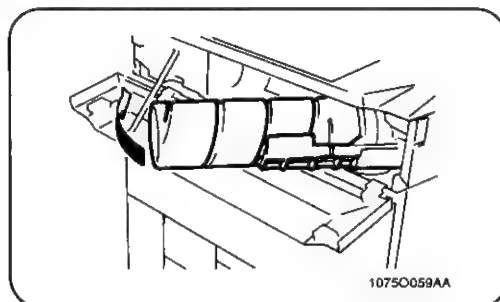
6

Pull the seal off the Toner Bottle.



7

Swing the Toner Bottle Holder closed and close the Front Door.



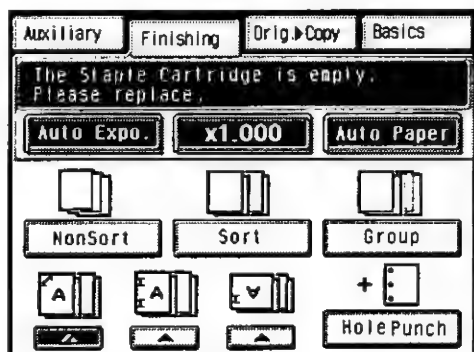
NOTES

- Use *ONLY* the specified toner for this copier. Using any other toner could result in trouble.
- Be careful not to drop the Toner Bottle from a 40 inch or more height. It may cause damage to the Toner Bottle.

Toner Replenisher

Use the Toner Replenisher function available from the User Mode if the image is light immediately after the Toner Bottle has been replaced with a new one. ☞ p. 87

3. When the Message "The Staple Cartridge is empty." Appears



1181O179EA

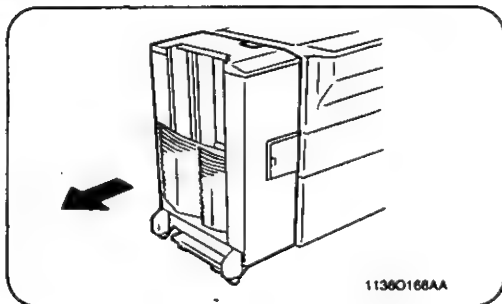
The message shown on the left appears when the staples are running out.

Replace the Staple Cartridge with a new one by following the procedure given below.

Replacing the Staple Cartridge

Staple Sorter

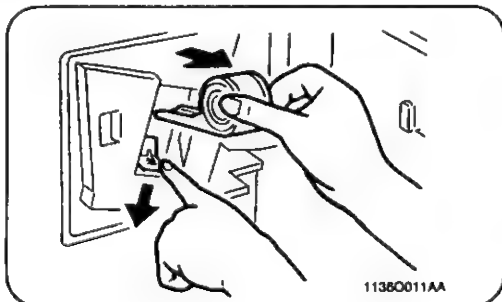
- 1** Slide the Sorter away from the copier.



1136O168AA

- 2** Open the Staple Cover.

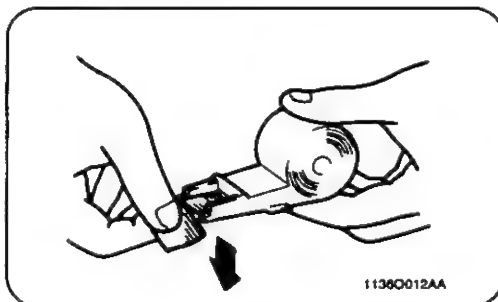
- 3** While pressing down the Staple Cartridge Release Lever, pull the Staple Cartridge out of its port.



1138O011AA

4

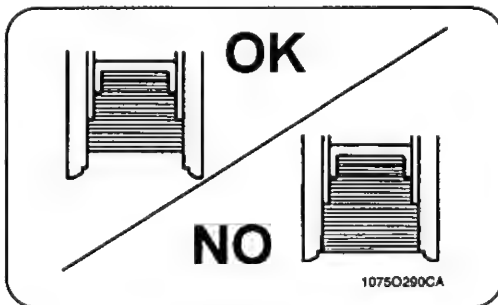
- Pull the staple sheet about 1 inch out of the new Staple Cartridge and break off that portion.



1136O012AA

NOTE

Check that no portion of the staple sheet hangs out of the Cartridge. Break off any portion of the sheet that hangs out of the Cartridge.

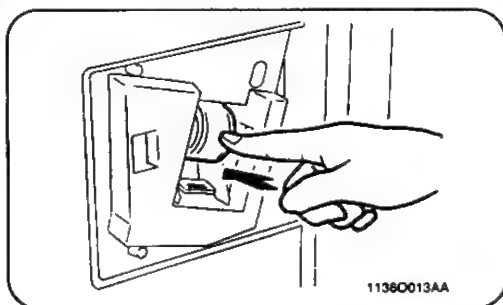


1075O290CA

3. When the Message "The Staple Cartridge is empty." Appears

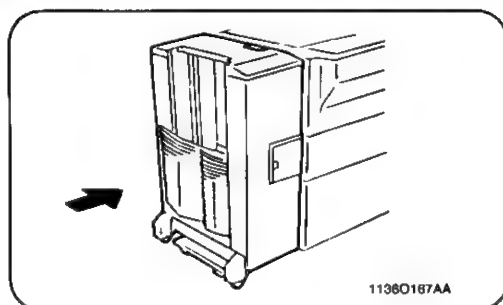
5

Insert the new Staple Cartridge until a click is heard.



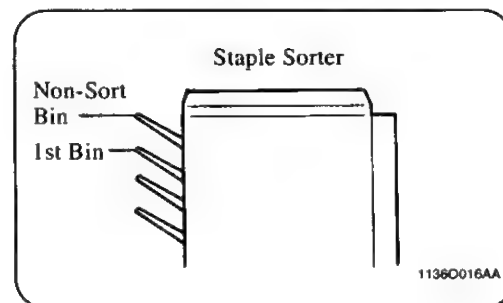
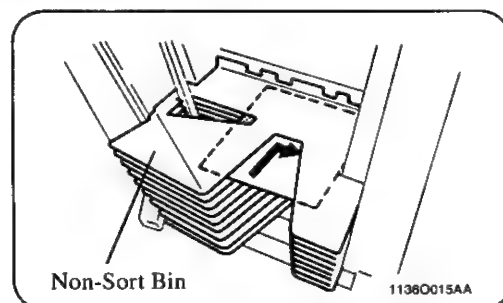
6

Close the Staple Cover and slide the Staple Sorter back against the copier.



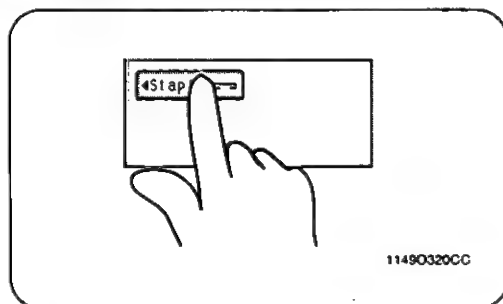
7

Place a sheet of paper into the 1st Bin (under the Non-Sort Bin) of the Staple Sorter.



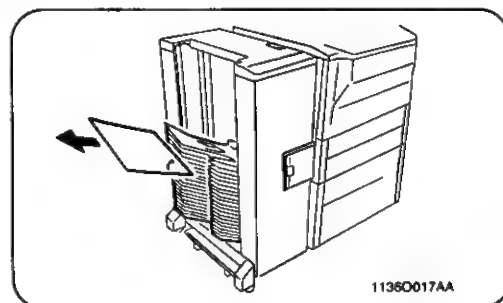
8

Touch **Staple** on the Touch Panel. Then, the Staple Sorter test-staples the paper several times automatically.



9

Remove the sheet of paper from the 1st Bin and check that it has been stapled.



* If no staples are evident, place another sheet of paper into the 1st Bin and repeat steps 7, 8, and 9.

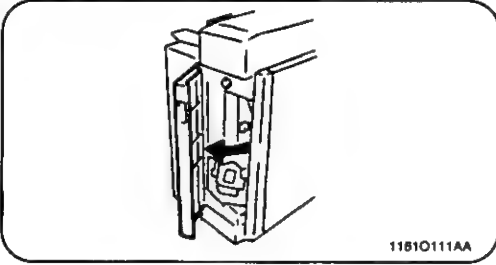
NOTES

- Replace the Staple Cartridge only after you are prompted to do that by the message. Removing the Staple Cartridge before then will result in stapling trouble.
- Immediately after the new Staple Cartridge has been loaded, be sure to follow steps 7 through 9.
- DO NOT turn the green gear near the Cartridge inside the Staple Unit.

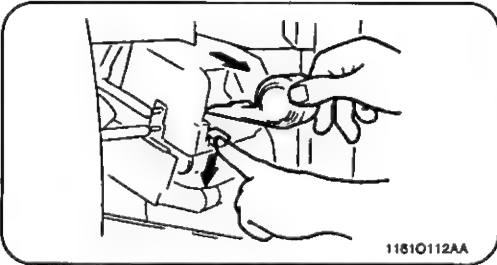
3. When the Message "The Staple Cartridge is empty." Appears

Multi-Staple Sorter/Multi-Staple Sorter Finisher

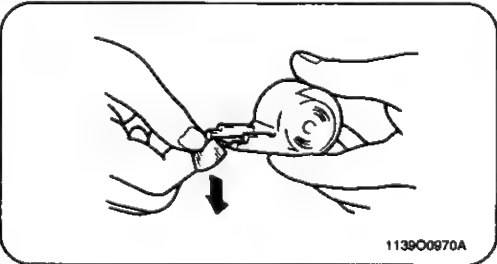
- 1** Open the Sorter Door.



- 2** While pressing down the Staple Cartridge Lever, pull the Staple Cartridge out of its port.

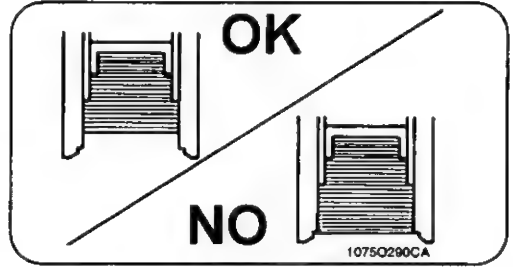


- 3** Pull the staple sheet about 1 inch out of the new Staple Cartridge and break off that portion.

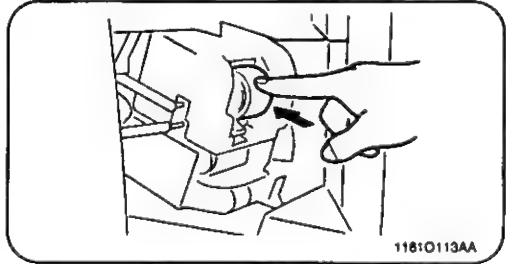


NOTE

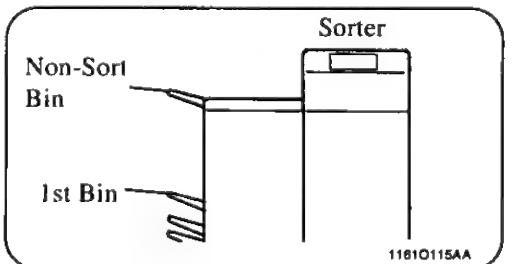
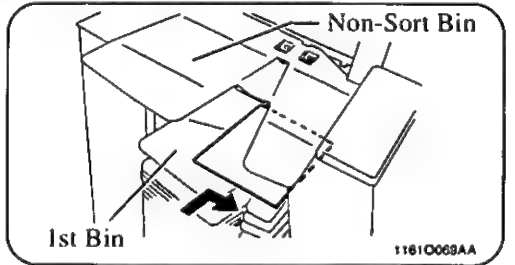
Check that no portion of the staple sheet hangs out of the cartridge. Break off any portion of the sheet that hangs out of the cartridge.



- 4** Insert the new Staple Cartridge in the direction of the arrow until it clicks into position.



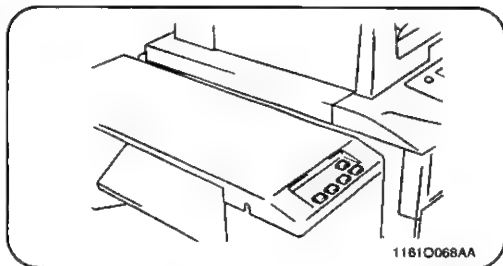
- 5** Place a sheet of paper into the 1st Bin of the Staple Sorter.



3. When the Message "The Staple Cartridge is empty." Appears

6

On the Sorter Panel, press the Top Slant Staple Key.

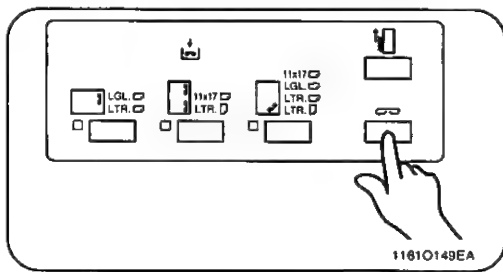


NOTES

- Replace the Staple Cartridge only after you are prompted to do that by the message. Removing the Staple Cartridge before then will result in stapling trouble.
- Immediately after the new Staple Cartridge has been loaded, be sure to follow steps 5 to 7.
- DO NOT turn the green gear near the cartridge inside the Stapler Unit.

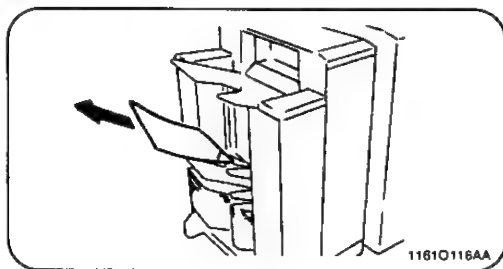
7

Touch **Staple** on the Sorter Panel. Then, the Staple Sorter test-staples the paper several times automatically.



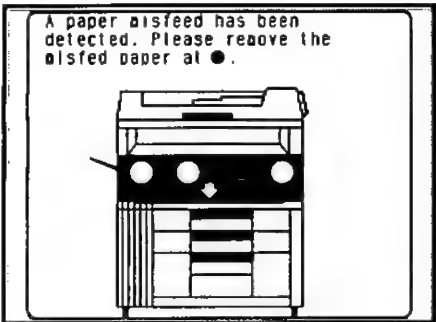
8

Remove the sheet of paper and check that staples have been driven into it.



* If no staples are evident, place another sheet of paper into the 1st Bin and repeat steps 5, 6, and 7.

4. When the Message "A paper misfeed has been detected." Appears



1161O180CA

If a paper misfeed occurs during a copy cycle, the message shown on the left appears and that particular copy cycle is stopped in the middle of operation.

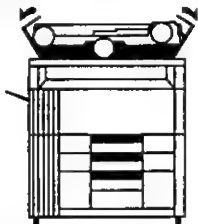
Clear the misfed sheet of paper according to the procedure given below.

Misfeed Location Displays

Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location.

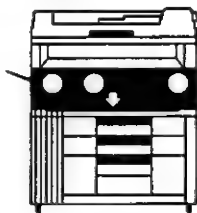
A blinking dot "O" indicates that there is a misfeed at that location. A lit dot "O" indicates that there might be a sheet of paper stopped at that location.

Document Feeder ⇨ p. 117



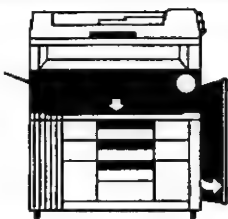
1161O185CA

Copier ⇨ p. 118



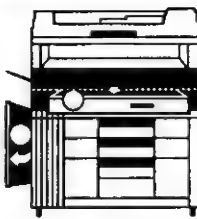
1161O181CA

Multi Bypass Tray ⇨ p. 119



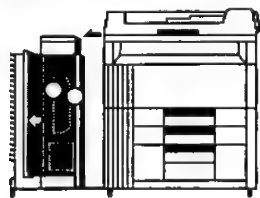
1161O182CA

Duplex Unit ⇨ p. 120



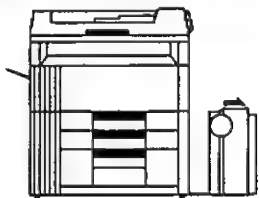
1161O184CA

Sorter ⇨ p. 121



1161O188CA

Large Capacity Paper Cassette ⇨ p. 124

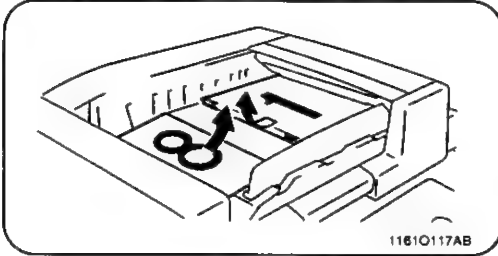


1161O183CA

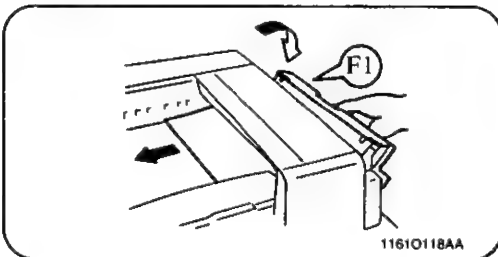
Misfeed Clearing Procedures

Document Feeder

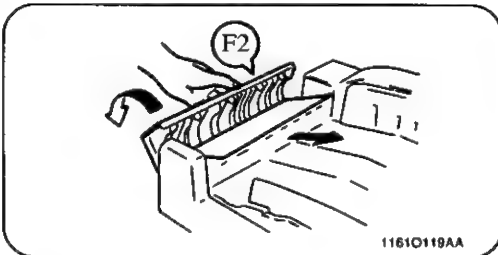
- 1** Unload the originals from the Document Feed Tray and the originals fed onto the Document Exit Tray.



- 2** Swing open Document Feed Unit Door **F1** and gently pull out the original.



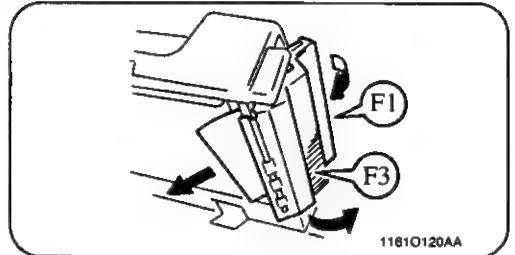
- 3** Open Document Turnover/Exit Unit Door **F2** and gently pull out the original.



- 4** Close **F2**.

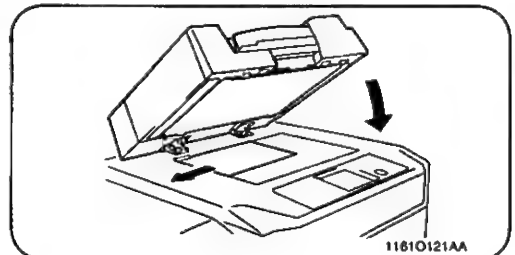
- 5** Raise the Document Feeder.

- 6** Swing open Guide Plate **F3**. Gently pull out the original from the Document Feed Unit.

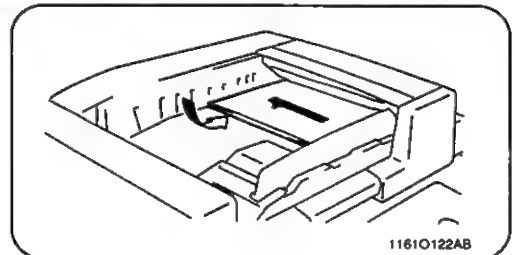


- 7** Close **F1**.

- 8** Remove the original from the Original Glass and lower the Document Feeder.



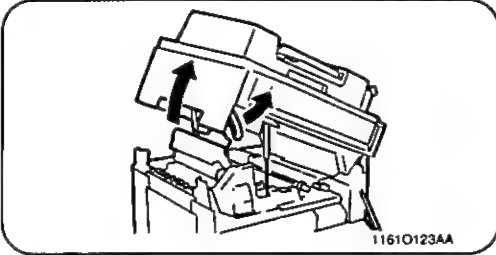
- 9** Reload all the originals removed in step 1 onto the Document Feed Tray.



4. When the Message "A paper misfeed has been detected." Appears


Copier

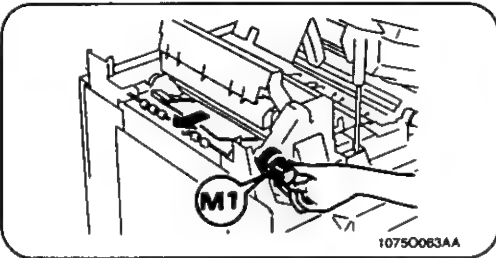
- 1 Open the Front Door, turn the Lock Release Lever counterclockwise and swing up the Upper Half of the copier.



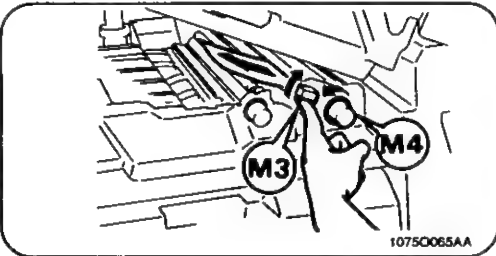
- 2 Turning Knob (M1), pull out the sheet of paper.

NOTE

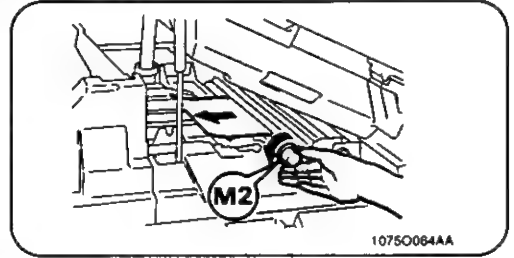
Be careful not to touch the areas marked with  Caution with bare hands.



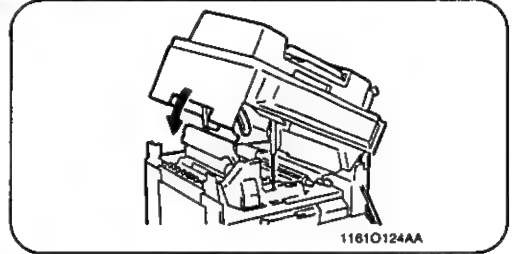
- 3 Swing up Guide Plate (M3) and, at the same time, turning Knob (M4), pull out the sheet of paper.



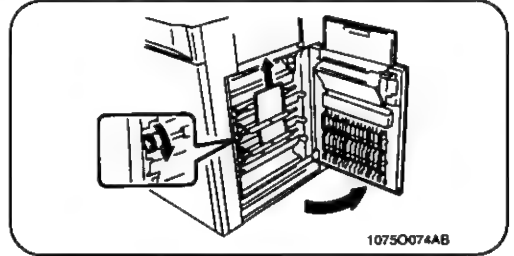
- 4 Turning Knob (M2), pull out the sheet of paper.



- 5 Swing down the Upper Half of the copier and close the Front Door.

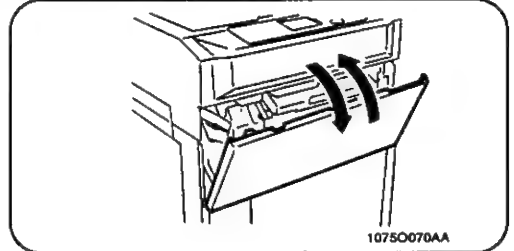


- 6 Open the Right Door. Turn Knob (M5) and pull out the sheet of paper from the Paper Take-Up Section.



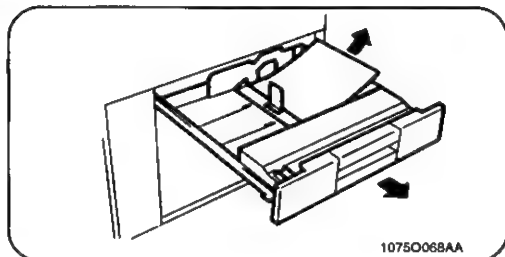
- 7 Close the Right Door.

- 8 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.

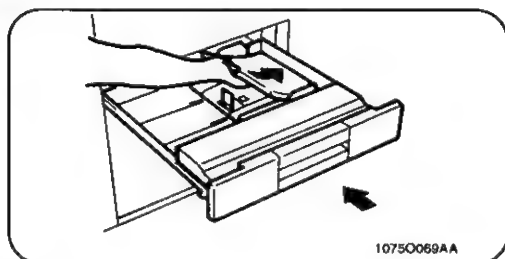


4. When the Message "A paper misfeed has been detected." Appears

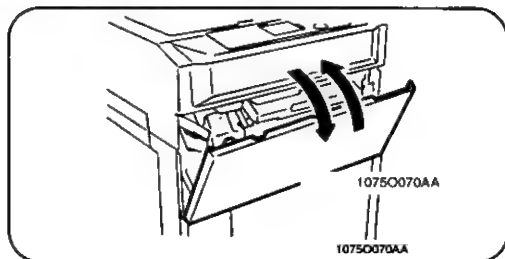
- 9** Press the Paper Descent Key. Slide out the drawer currently selected and unload the paper stack from it.



- 10** Fan the paper thoroughly and reload it.



- 11** Slide the Drawer back in and press the Paper Descent Key.



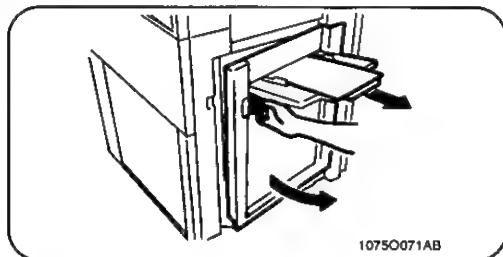
- 12** To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.

NOTE

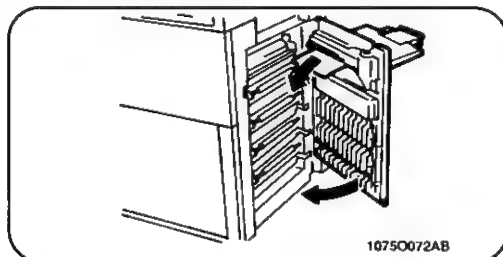
After removing the misfed sheets of paper, start the copy cycle following the message on the Display.

Multi Bypass Tray

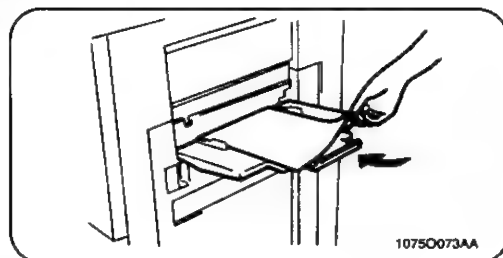
- 1** Unload the paper stack from the Multi Bypass Tray. Then open the Right Door.



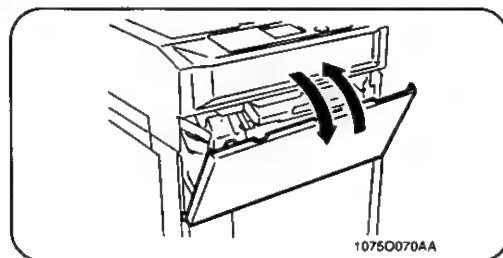
- 2** Pull out the sheet of paper from the Paper Take-Up Section. Then, close the Right Door.



- 3** Fan the paper stack thoroughly and place it back on the Tray.



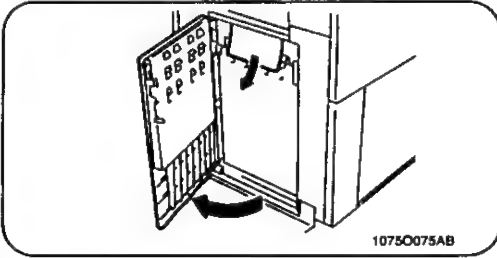
- 4** To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.



4. When the Message "A paper misfeed has been detected." Appears

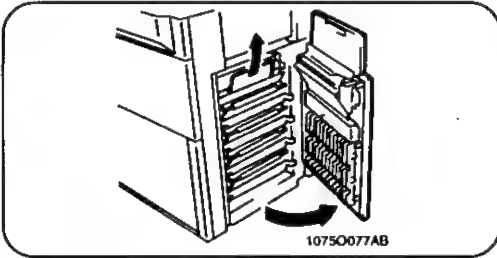
Duplex Unit

- 1** Open the Left Door. Pull out the sheet of paper from the Transport Section.



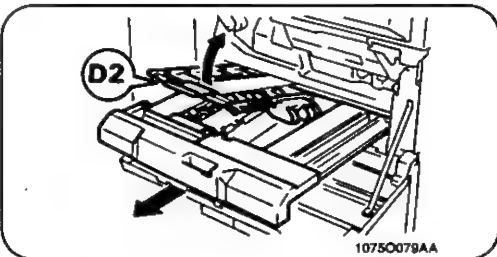
- 2** Close the Left Door.

- 3** Open the Right Door and pull out the sheet of paper from the Transport Section.

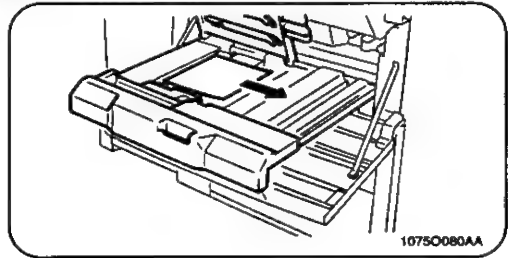


- 4** Close the Right Door.

- 5** Swing down the Front Door, slide out the Duplex Unit and open Guide Plate **D2**.

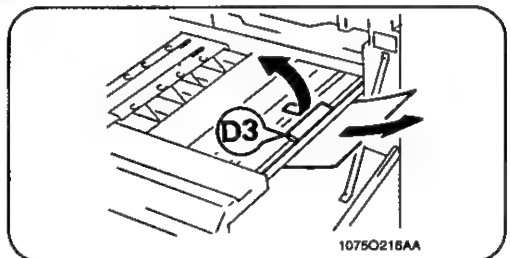


- 6** Pull out the sheet of paper from the Duplex Unit.

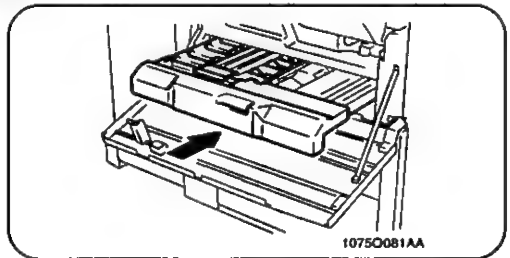


- 7** Close Guide Plate **D2**. Make sure that the Guide Plate is securely locked into position.

- 8** Opening Misfeed Removal Guide Plate **D3**, pull out the sheet of paper.



- 9** Slide the Duplex Unit back into the copier.



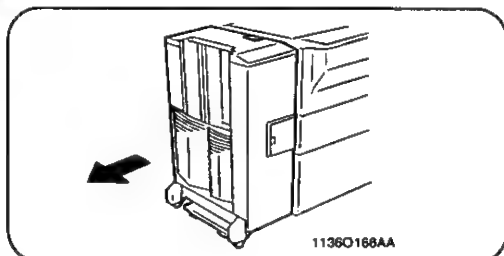
- 10** Close the Front Door.

4. When the Message "A paper misfeed has been detected." Appears

Sorter

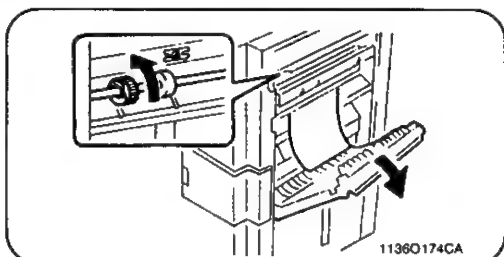
<When a Sorter/Staple Sorter is mounted>

- 1** Slide the Sorter away from the copier.

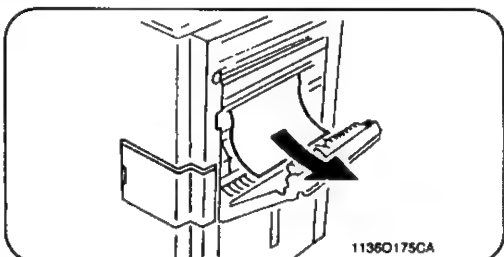


- 2** Open Misfeed Clearing Guide Plate (S).

- 3** Turn the misfeed clearing knob one turn in the direction shown (20 Bin Staple Sorter only).



- 4** Pull out the copy from the transport section.

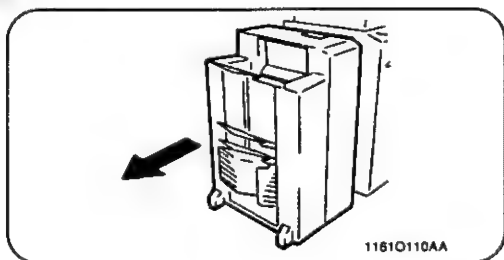


- 5** Close Misfeed Clearing Guide Plate (S) and slide the Sorter/Staple Sorter back to the copier.

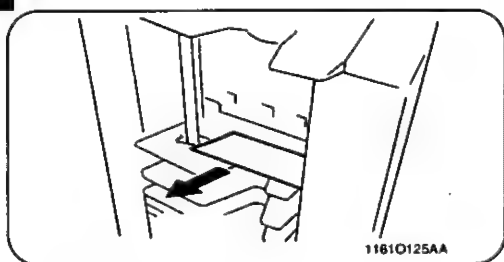
4. When the Message "A paper misfeed has been detected." Appears

<When a Multi-Staple Sorter/Multi-Staple Sorter Finisher is mounted>

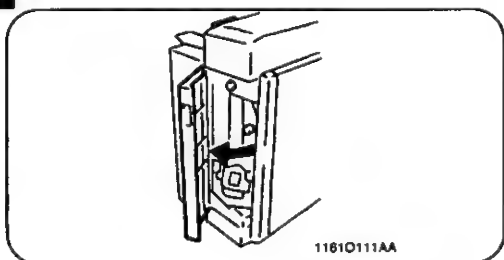
1 Slide the Sorter away from the copier.



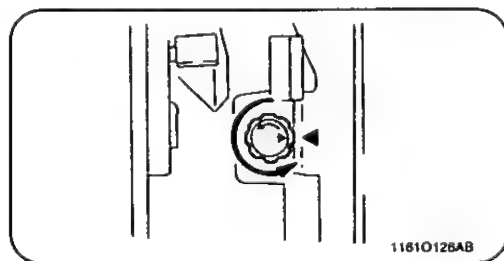
2 Pull out the copy from the Exit Section.



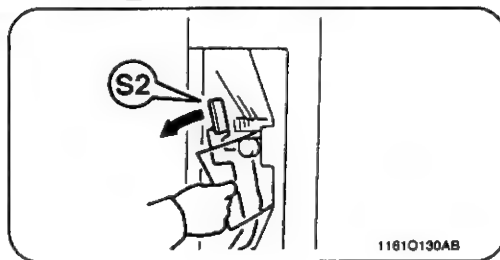
3 Open the Sorter Door.



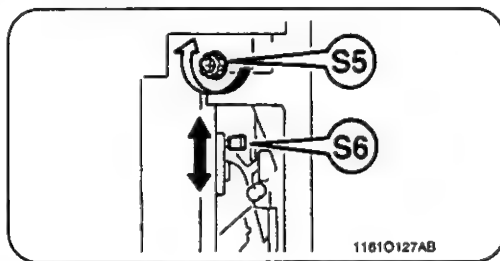
4 Turn Hole Punch Knob (S3) to align as shown below.
(Only when the Hole Punch function is used.)



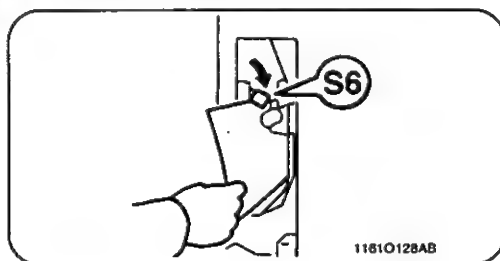
5 Pulling Misfeed Clearing Lever (S2) and (S4), remove the copy.



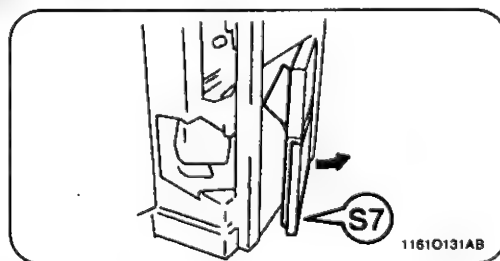
6 Turn Misfeed Clearing Knob (S5) to position Misfeed Clearing Lever (S6) as shown.



7 Pushing Misfeed Clearing Lever (S6) downward, remove the copy.



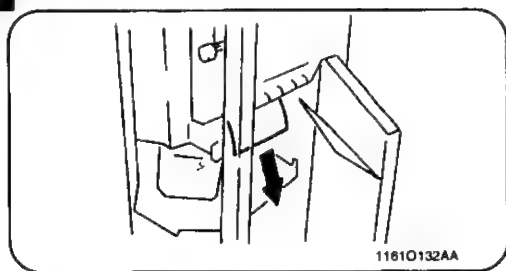
8 Open Misfeed Clearing Guide (S7).



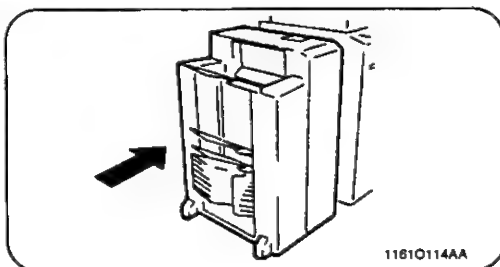
4. When the Message "A paper misfeed has been detected." Appears

9

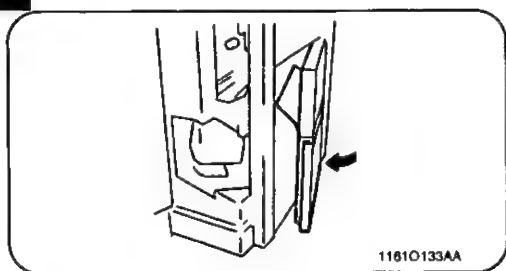
Remove the copy.

**13**

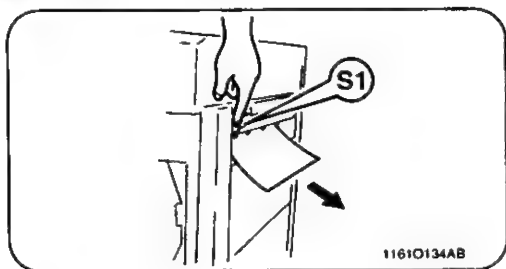
Slide the Sorter back up against the copier.

**10**

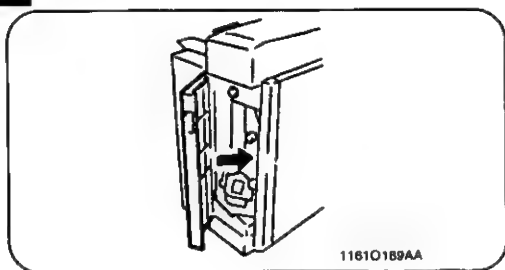
Close Misfeed Clearing Guide (S7).

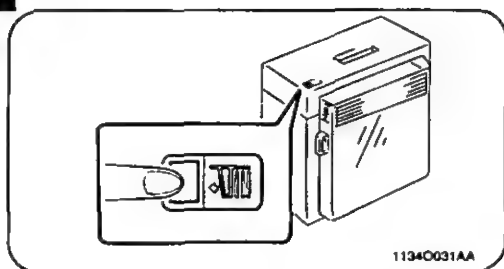
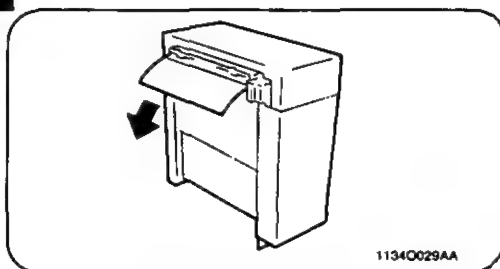
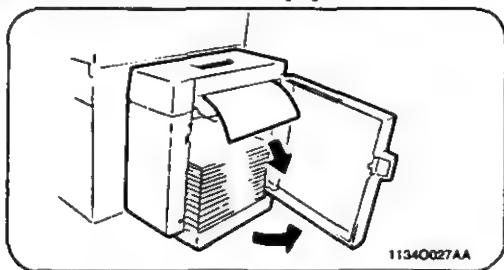
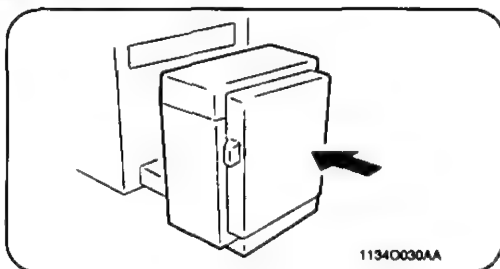
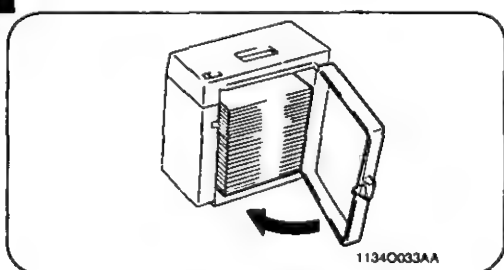
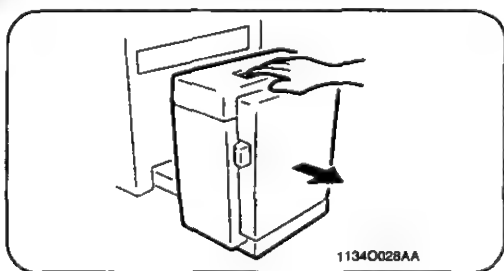
**11**

Raising Misfeed Clearing Lever (S1), remove the copy.

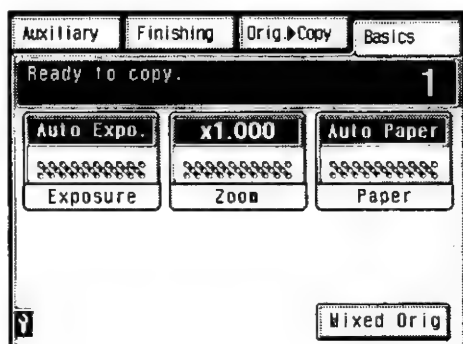
**12**

Close the Sorter Door.




4. When the Message "A paper misfeed has been detected." Appears**Large Capacity Paper Cassette****1** Press the Paper Descent Key.**5** Remove the sheet of paper.**2** Holding the Door Lock Release Lever, open the Cassette Door and then remove the sheet of paper.**6** Slide the Cassette back against the copier.**3** Close the Cassette Door.**4** Press the Lock Release Lever and slide the Cassette away from the copier.

5. When Appears




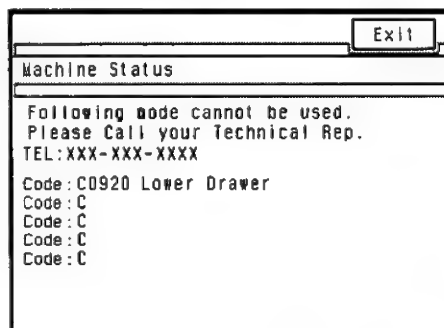
1149O264CA

When  appears in the lower left corner of the Touch Panel, it means that part of the copier mechanism is malfunctioning. Call your Technical Representative immediately.

If a function involving the malfunctioning component is selected, the message "The XXX is malfunctioning. Use another mode & call your tech. rep!" appears. You can nonetheless make copies as long as you don't use that particular function.

IMPORTANT


Touching  on the Touch Panel shows the following screen.



1149O388CA

When you call your Technical Representative, please give him/her the code given on this screen.




Example: Code: C0920

Touching  in the upper right corner of the screen returns the Basic copying screen to the Touch Panel.

6. What Does Each Message Mean?

| Message | Cause | Action |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| A malfunction has been detected. Please call your technical rep. and provide the following code: | The copier malfunctioned and is unable to make copies. | Call and inform your Technical Representative of the code being shown on the Touch Panel. |
| Please input your Access Code #, then press the ACCESS Key. | An access number has been set and the number assigned for your own department must be entered before you can make a copy. | Enter your access number. ("Access Number" ⇨ p. 22) |
| To begin copying, please insert the Key Counter into the copier as illustrated below: | The Key Counter is not plugged in and the copier is unable to make copies. | Plug in the Key Counter. |
| The current Paper Drawer is empty. Please reload. | The currently selected drawer has run out of paper. | Load the drawer with paper. ("1. When the Message 'The current Paper Drawer is empty.' Appears" ⇨ p. 106) |
| Please add toner (Instructions for adding toner are on the inside of the front cover). | Toner has run out and the copier is unable to make copies. | Replace the Toner Bottle with a new one. ("When the Message 'Replenish Toner.' Appears" ⇨ p. 110) |
| Please replenish toner soon: | Toner is soon running out. | Replace the Toner Bottle with a new one. ("When the Message 'Replenish Toner.' Appears" ⇨ p. 110) |
| The Staple Cartridge is empty. Please replace. | The staples have run out. | Replace the Staple Cartridge with a new one. ("3. When the Message 'The Staple Cartridge is empty.' Appears" ⇨ p. 112) |
| A paper misfeed has been detected. Please remove the misfeed at ●. | A misfeed has occurred and no copy cycle can be initiated. | Clear the misfed sheet of paper. ("4. When the Message 'A paper misfeed has been detected.' Appears" ⇨ p. 116) |
| The section indicated by ■ is open. Please close it properly. | A copier door is left open or an option is not attached properly and the copier is unable to make copies. | Close the door or cover and attach the option properly. |
| Preventative Maintenance Time! Please call your technical rep. and provide the following code: | The time has come when the copier needs service and the copier is unable to make copies. | Call and inform your Technical Representative of the code being shown on the Touch Panel. |
| Call for Maintenance soon: | The time has come when the copier needs service. | Call your Technical Representative. |
| Copies have been left in the Duplex Unit. Please remove them before proceeding any further. | A copy or copies are left in the Duplex Unit and the copier is unable to make copies. | Remove all copies from the Duplex Unit. |
| Sorter has reached its capacity. Please remove all the copies before proceeding any further. | The Sorter Bin capacity has been reached and the copier is unable to make copies. | Remove all copies from the Sorter Bins. |
| Original(s) have been left on the Glass. Please lift the cover and remove them. | You try to use the document feeder when there is an original left on the Original Glass. | First remove the original from the Glass, then load the originals in the document feeder. |
| Original(s) left on the Glass. | You have left an original on the Original Glass. | Remove the original from the Glass. |
| 2-sided copying is not possible on paper sizes less than 5-1/2 × 8-1/2 size. | You have selected a paper size that is not good for 2-sided copying. | Select a standard copy paper size of Letter or larger, or cancel 2-sided copying. |

6. What Does Each Message Mean?

| Message | Cause | Action |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Sorting or Grouping is not possible with A5  , B6  or 5-1/2 x 8-1/2  paper sizes. | You have selected a copy paper size not good for Sort or Group. | Select Non-Sort or a standard copy paper size of A5 (5-1/2" x 8-1/2") or larger, or cancel Sort or Group. |
| Stapling is not possible on paper sizes less than Letter size. | You have selected a copy paper size not good for Sort Staple. | Select a standard copy paper size of Letter or larger, or cancel Sort Staple. |
| Hole-Punching is not possible. Select another paper size. | You have selected a copy paper size not good for Hole Punch. | Select the specified paper size or cancel Hole Punch. |
| Matching paper size isn't available. Reselect paper size or change zoom. | No drawers contain paper of the right size to run a copy cycle in the Auto Paper mode. | Cancel Auto Paper and select the appropriate copy paper size or change the zoom ratio. |
| Matching paper size isn't available. Please change direction of original. | The copy paper of the calculated size is loaded in a direction different from that of the original to run a copy cycle in the Auto Paper mode. | Change the direction of the original. |
| Auto Sizing is not possible. Select another zoom method or paper size. | The zoom ratio calculated based on the original size and copy paper size is outside the range from x 0.5 to x 2.0 to run a copy cycle in the Auto Size mode. | Cancel Auto Size and select the appropriate zoom ratio or change the copy paper size. |
| Please load Cover paper into the source indicated below. | Paper for covers has run out. | Load paper for covers. |
| | Paper for covers is not loaded. | |
| Please load Insert sheets into the indicated paper source. | The paper source specified for inserts has run out of paper. | Load the specified paper source with the paper for inserts. ("1. When the Message 'The current Paper Drawer is empty.' Appears" ⇨ p.106) |
| | The paper source specified for inserts is not loaded with paper. | |
| To staple, please remove all the remaining copies from the Sorter. | A stapled copy set/stack is left in the Sorter Bin. | Remove all copies from the Sorter Bins or cancel Sort Staple. |
| Remove copies from the Sorter. | A copy or copies are left in the Sorter Bins. | Remove all copies from the Sorter Bins. |
| Please load the originals into the Document Feeder. | The originals are not loaded in the document feeder, though a mode that requires the document feeder (Cover, Page Insertion, etc.) has been set. | Load the originals into the document feeder. |
| Copies remain in the Duplex Unit, please press START to feed them out. | A copy or copies are left in the Duplex Unit. | Press the Start key to feed the copies out of the Duplex Unit and out onto the Exit Tray. |
| XXX and OOO cannot be combined. | You have set two functions that conflict with each other. | Cancel either one of the two functions. |
| The maximum # for 2-sided copies is 50. Please reenter. | You have entered 51 or more for the number of copies to be made in a 2-sided copying cycle. | If you press the Start key, the copier starts the copy cycle to make only 50 copies. |
| To recover job, reinsert the following # of originals: | After a misfed sheet of paper has been cleared, you need to reload the originals fed out onto the Document Exit Tray onto the Document Feed Tray. | Add the number of originals indicated to the bottom of the remaining stack and reload. |

6. What Does Each Message Mean?

| Message | Cause | Action |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| For Margin-by-Reduction, select Auto Paper or Auto Size instead of Manual. | Margin-by-Reduction is possible only in Auto Paper or Auto Size. | Select Auto Paper or Auto Size. |
| Matching paper size is only in Special tray. If OK, press START. | The drawer selected for use has been set up for special paper by using User's Choice. | If you don't want the special paper, place the desired type of paper of the corresponding size on the Multi Bypass Tray. (Special paper setting ⇨ p. 37) |
| Your account has reached its maximum copy allowance. Please call your administrator. | The max. number of copies that can be made for your account is determined in the Administrator Mode. | Consult the administrator of your copier. (Administrator Mode of User's Choice ⇨ p. 92) |

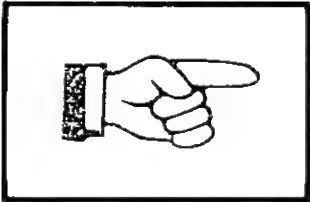
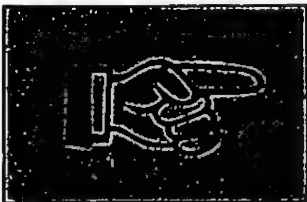

Chapter 6

Troubleshooting

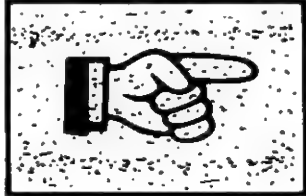
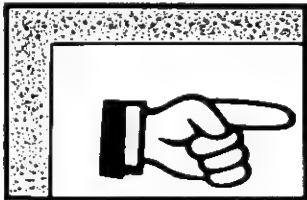
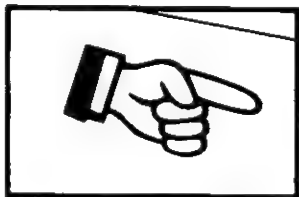
This chapter gives you instructions on how to troubleshoot copier malfunctions by showing actual examples.

1. *When This Type of Copy is produced p. 130*
 - *The image is too light.*
 - *The image is too dark.*
 - *The copy is blurry.*
 - *The copy has dark specks or spots.*
 - *The edge of the copy is dirty.*
 - *The image on the copy is not aligned properly.*
2. *The Copier is not functioning as designed p. 132*
 - *The Touch Panel shows nothing.*
 - *The Start key does not light up green.*
 - *No copies are fed out when the Start key is pressed.*
 - *Control panel keys do not respond.*
 - *The copier is not activated when the Power Switch is turned ON.*

1. When This Type of Copy is produced


| Symptom | Possible Cause | Action |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The image is too light.</p>  <p>1074O108</p> | The exposure level for the Auto Exposure mode is set at "Lighter." | Change the setting of "Auto Exposure Level" of User's Choice. ⇨ p. 89 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a darker image. ⇨ p. 42 |
| | The exposure level for the Manual Exposure mode is set at "Lighter." | Touch [Darker] as necessary to obtain a darker image. ⇨ p. 42 |
| | You have been making copies from a photo or an original with a large dark area. | The copier needs more toner. Replenish toner by using Toner Replenisher of User Mode. ⇨ p. 87 |
| | The Toner Bottle has just been replaced. | The copier needs more toner. Replenish toner by using Toner Replenisher of User Mode. ⇨ p. 87 |
| | The message "Replenish Toner." is shown on the Touch Panel. | Replace the Toner Bottle. ⇨ p. 110 |
| <p>The image is too dark.</p>  <p>1074O109</p> | The exposure level for the Auto Exposure mode is set at "Darker." | Change the setting of "Auto Exposure Level" of User's Choice. ⇨ p. 89 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a lighter image. ⇨ p. 42 |
| | The exposure level for the Manual Exposure mode is set at "Darker." | Touch [Lighter] as necessary to obtain a lighter image. ⇨ p. 42 |
| | The Original Glass surface is dirty. | Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 142 |
| | The original is not held tightly against the Original Glass. | Place the original in position so that it is held tightly against the Original Glass. |
| <p>The copy is blurry.</p>  <p>1074O110</p> | The paper is damp. | Change the paper. |

1. When This Type of Copy is produced

| Symptom | Possible Cause | Action |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The copy has dark specks or spots.</p>  <p>1074O111</p> | The Original Glass is dirty. | Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 142 |
| | The Original Pad or Document Feed Belt is dirty. | Wipe the Document Feed Belt clean with a soft cloth dampened with mild detergent. ⇨ p. 143 |
| | The original is very thin or highly transparent. | Place a blank sheet of paper over the original. ⇨ p. 30 |
| | The original is 2-sided. | The information on the back side of a 2-sided, thin original may be slightly reproduced on the copy. Set the copier into the Manual Exposure mode and, using the Lighter key, make the exposure level lighter. ⇨ p. 42 |
| <p>The edge of the copy is dirty.</p>  <p>1074O112</p> | The Original Pad or Document Feed Belt is dirty. | Wipe the Document Feed Belt clean with a soft cloth dampened with mild detergent. ⇨ p. 143 |
| | You have selected a paper size larger than the original. (When Zoom Ratio is set at full size $\times 1.000$) | Select the same copy paper size as the original. ⇨ p. 36 Or, use the Auto Size Mode to enlarge the copy to the appropriate size. ⇨ p. 38 |
| | The original is not placed in the correct position (when the zoom ratio is set at full size $\times 1.000$). | Select the same copy paper size as the original. Or, reload the paper in the same direction as the original. ⇨ p. 36 |
| | The reduction ratio selected is not in accord with the copy paper size. (When doing manual reduction copying.) | Select the zoom ratio according to the copy paper size. ⇨ p. 38 Or, use the Auto Size Mode to reduce the copy to the appropriate size. ⇨ p. 38 |
| <p>The image on the copy is not aligned properly.</p>  <p>1074O113</p> | The original is not placed in the correct position. | Place the original correctly on the Original Glass against the Original Width Scale. ⇨ p. 30 Or, load it onto the document feeder correctly along the Document Guide Plates. ⇨ p. 28 |
| | The originals may not be suitable for use in the document feeder. | Raise the document feeder and place the originals on the Original Glass one at a time, instead of using the document feeder. ⇨ p. 28 |

* Call your Technical Representative if these procedures of do not correct the problem.

2. The Copier is not functioning as designed

| Symptom | Check for: | Action |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| The Touch Panel shows nothing. | Is only the Start key lit up green? | The copier is in the Energy Saver mode. Press any key on the control panel to cancel Energy Saver. |
| | Auto Shut Off is activated. | Turn the Power Switch ON. |
| | The Display Contrast Knob is turned to the excessively light or dark position. | Viewing the Touch Panel, turn the Display Contrast Knob as necessary. |
| The Start key does not light up green. | Is your Access Number entered?  | Enter your Access Number by following the procedure given in "Entering the Access Number." ➡ p. 22 |
| No copies are fed out when the Start key is pressed. | The copier has developed a malfunction. | Check the Touch Panel and take action according to the message on the panel. |
| | The copier was just turned ON and is warming up. | It takes the copier 5 min. to be ready for making copies after it has been turned ON. Please wait. |
| Control panel keys do not respond. | The Interrupt key LED is lit up. | The copier is in the interrupt mode. Press the Interrupt key to cancel the interrupt mode. |
| The copier is not activated when the Power Switch is turned ON. | The power cord is left unplugged from the power outlet. | Plug the power cord into the power outlet. |
| | The room circuit breaker is open. | Close the room circuit breaker. |

* If these procedures do not correct the problem, turn OFF the Power Switch, unplug the power cord from the power outlet, and contact your Technical Representative.

Chapter 7

Miscellaneous

This chapter gives complete specifications of the copier system and options, plus care and reference information to facilitate your use of the copier.

1. Specifications p. 134

- Copier
- i-ADF(Inverting Automatic Document Feeder)
- RDF(Recirculating Document Feeder)
- 20-Bin Sorter
- 20-Bin Staple Sorter
- 20-Bin Multi-Staple Sorter
- Multi-Staple Sorter Finisher
- Large Capacity Paper Cassette

2. Care of the Copier p. 142

3. Function Combination Matrix p. 144

4. Description of Copy Paper Size and Zoom Ratio Table p. 147

5. Index p. 148

1. Specifications

Copier FP-7760

| | |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type | Console Copier |
| Platen Type | Stationary |
| Photoconductor | OPC |
| Copying System | Electrostatic Dry Powdered Image Transfer to Plain Paper |
| Developing System | Dry Dual Component |
| Fusing System | Lamp-Heated Roller |
| Types of Original | Sheets, Books, and other three-dimensional objects Maximum Original Size : 11" × 17" Lengthwise Maximum Original Weight : 6-1/2 lbs. |
| Kinds of Paper | Plain paper (16 to 24 lbs.) Recycled paper Special paper (Intelligent Multi Bypass Tray only) Thick paper (24-1/4 to 41-3/4 lbs.), Transparencies, Onion skin paper |
| Copy Paper Size | <u>1st Drawer</u> 11" × 17" L to 5-1/2" × 8-1/2" L <u>2nd Drawer</u> 11" × 17" L to 5-1/2" × 8-1/2" L <u>3rd Drawer</u> Letter C <u>Intelligent Multi Bypass Tray</u> Crosswise : 4" to 11-3/4" Lengthwise : 5-1/2" to 17" |
| Paper Feeding System | 1st Drawer : 550 sheets (20 lbs.) 2nd Drawer : 550 sheets (20 lbs.) 3rd Drawer : 2,700 sheets (20 lbs.) Intelligent Multi Bypass Tray : 50 sheets (20 lbs.) : 20 sheets (Recycled paper or Special Paper) |
| Warm-up Time | 5 minutes or less |
| First Copy | Letter C = 3.5 seconds or less (in Full Size Mode using 1st Copier Drawer) |
| Copy Speed (Approx. copies/minute) | Full size (×1.000) 11" × 17" L : 31 Letter L : 50 Letter C : 60 |
| Magnification Ratios | Fixed ratios Full size: 1:1 ±0.005 Reduction ratios: ×0.500, ×0.647, ×0.733, ×0.785 Enlargement ratios: ×1.214, ×1.294, ×1.545, ×2.000 Zoom ratios: From ×0.500 to ×2.000 in ×0.001 increments |
| Multiple Copies | Up to 999 copies (count-down system) |
| Exposure Control | Auto Exposure Mode, Manual Exposure Mode and Photo Mode |
| Lost Image | 1-sided copy in the full size mode Leading edge: 4 mm (approx. 1/8") Trailing edge: 4 mm (approx. 1/8") |
| Power Requirements | AC 115V, 120V, 220V, 120V-127V, 220V-240V; 50/60Hz |
| Power Consumption | 1.5 kW (Max.) |
| Dimensions | Width: 29-1/4 lbs. Depth: 28-1/4 lbs. Height: 38-1/4 lbs. |
| Weight | 396-3/4 lbs. |

Copier FP-7781

| | |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type | Console Copier |
| Platen Type | Stationary |
| Photoconductor | OPC |
| Copying System | Electrostatic Dry Powdered Image Transfer to Plain Paper |
| Developing System | Dry Dual Component |
| Fusing System | Lamp-Heated Roller |
| Types of Original | Sheets, Books, and other three-dimensional objects Maximum Original Size : 11" × 17" Lengthwise Maximum Original Weight : 6-1/2 lbs. |
| Kinds of Paper | Plain paper (16 to 24 lbs.) Recycled paper Special paper (Intelligent Multi Bypass Tray only) Thick paper (24-1/4 to 41-3/4 lbs.), Transparencies, Onion skin paper |
| Copy Paper Size | <u>1st Drawer</u> 11" × 17" L to 5-1/2" × 8-1/2" L <u>2nd Drawer</u> 11" × 17" L to 5-1/2" × 8-1/2" L <u>3rd Drawer</u> Letter C <u>Intelligent Multi Bypass Tray</u> Crosswise : 4" to 11-3/4" Lengthwise : 5-1/2" to 17" |
| Paper Feeding System | 1st Drawer : 550 sheets (20 lbs.) 2nd Drawer : 550 sheets (20 lbs.) 3rd Drawer : 2,700 sheets (20 lbs.) Intelligent Multi Bypass Tray : 50 sheets (20 lbs.) : 20 sheets (Recycled paper or Special Paper) |
| Warm-up Time | 5 minutes or less |
| First Copy | Letter C = 2.5 seconds or less (in Full Size Mode using 1st Copier Drawer) |
| Copy Speed (Approx. copies/minute) | Full size (×1.000) 11" × 17" L : 40 Letter L : 63 Letter C : 81 |
| Magnification Ratios | Fixed ratios Full size: 1:1 ±0.005 Reduction ratios: ×0.500, ×0.647, ×0.733, ×0.785 Enlargement ratios: ×1.214, ×1.294, ×1.545, ×2.000 Zoom ratios: From ×0.500 to ×2.000 in ×0.001 increments |
| Multiple Copies | Up to 999 copies (count-down system) |
| Exposure Control | Auto Exposure Mode, Manual Exposure Mode and Photo Mode |
| Lost Image | 1-sided copy in the full size mode Leading edge: 4 mm (approx. 1/8") Trailing edge: 4 mm (approx. 1/8") |
| Power Requirements | AC 115V, 120V, 220V, 120V-127V, 220V-240V; 50/60Hz |
| Power Consumption | 2 kW (Max.) |
| Dimensions | Width: 29-1/4 lbs. Depth: 28-1/4 lbs. Height: 38-1/4 lbs. |
| Weight | 396-3/4 lbs. |

1. Specifications

i-ADF(Inverting Automatic Document Feeder) FA-A920

| | |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Feeding System | Standard Mode : 1-sided original, 2-sided original, 2-in-1, Single Feeding Mixed Original Detection Mode: 1-sided Mixed Original Detection 2-sided Mixed Original Detection |
| Kinds of Original | Plain paper |
| Original Weight | 1-sided original Mode, 2-in-1 Mode : 13-1/4 to 29-1/4 lbs. 2-sided original Mode, Mixed Original Detection Mode : 16 to 24 lbs. Single Feeding Mode : 9-1/4 to 53-1/4 lbs. |
| Original Size | 1-sided/2-sided original, Single Feeding Mode: 11" × 17" L to 5-1/2" × 8-1/2" L 2-in-1 Mode : Letter C |
| Capacity of Document Feed Tray | Letter or Smaller : 60 sheets (20 lbs.) 11" × 17" L, Legal L : 30 sheets (20 lbs.) |
| Copy Productivity | 100% |
| First Copy with ADF | Letter C = 5.1 seconds or less |
| Power Source | DC24V supplied from copier |
| Power Consumption | 85W or less |
| Dimensions | Width: 25-1/4" Depth: 20" Height: 6-1/2" |
| Weight | 37-1/2 lbs. |

RDF(Recirculating Document Feeder) FA-A990

| | |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Feeding System | Standard Mode : 1-sided original, 2-sided original, 2-in-1, Single Feeding Mixed Original Detection Mode: 1-sided Mixed Original Detection 2-sided Mixed Original Detection |
| Kinds of Original | Plain paper |
| Original Weight | 1-sided original Mode, 2-in-1 Mode : 13-1/4 to 29-1/4 lbs. 2-sided original Mode, Mixed original Detection Mode : 16 to 24 lbs. Single Feeding Mode : 9-1/4 to 53-1/4 lbs. |
| Original Size | 1-sided/2-sided original, Single Feeding Mode: 11" × 17" L to 5-1/2" × 8-1/2" L 2-in-1 Mode : Letter C |
| Capacity of Document Feed Tray | Letter or Smaller : 60 sheets (20 lbs.) 11" × 17", Legal L : 30 sheets (20 lbs.) |
| Copy Productivity | 100% |
| First Copy with ADF | Letter C = 5.1 seconds or less |
| Power Source | DC24V supplied from copier |
| Power Consumption | 90W or less |
| Dimensions | Width: 25-1/4" Depth: 20" Height: 6-1/2" |
| Weight | 42 lbs. |

20-Bin Sorter FA-S720

| | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No. of Bins | Non-Sort Bin + 20 Sort Bins |
| Modes | Non-Sort Mode, Sort Mode, Group Mode |
| Kinds of Paper | Non-Sort Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper • Special Paper <ul style="list-style-type: none"> Thick paper, Transparencies, Onion skin paper Sort Mode, Group Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper |
| Paper Size | Non-Sort Mode, Sort Mode, Group Mode : 11" × 17"L to 5-1/2" × 8-1/2" L |
| Capacity of Bins | Non-Sort Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> Non-Sort bin : 100 sheets 1st bin to 20th bin : 50 sheets/bin Total : 1,100 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) • Special Paper <ul style="list-style-type: none"> Transparencies : 10 sheets (Max. paper size Letter) Thick paper, Onion skin paper : 10 sheets Sort Mode, Group Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> 1st bin to 20th bin : 50 sheets/bin Total : 1,000 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) |
| Power Source | DC24V supplied from copier |
| Power Consumption | 72W or less |
| Dimensions | Width : 16-3/4" Depth : 23-3/4" Height : 37-3/4" |
| Weight | 86 lbs. |

1. Specifications

20-Bin Staple Sorter FA-S730

| | | | |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|
| No. of Bins | Non-Sort Bin + 20 Sort Bins | | |
| Modes | Non-Sort Mode, Sort Mode, Group Mode, Sort-Staple Mode, Hole Punch Mode, Manual Staple Mode | | |
| Kinds of Paper | Non-Sort Mode, Hole Punch Mode <ul style="list-style-type: none">• Plain paper, Recycled paper• Special Paper<ul style="list-style-type: none">Thick paper, Transparencies, Onion skin paper Sort Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none">• Plain paper, Recycled paper | | |
| Paper Size | Non-Sort Mode, Sort Mode, Group Mode | : 11" × 17"L to 5-1/2" × 8-1/2" L | |
| | Sort-Staple Mode | : 11" × 17"L to Letter C | |
| Capacity of Bins | Non-Sort Mode <ul style="list-style-type: none">• Plain paper, Recycled paper<ul style="list-style-type: none">Non-Sort bin : 100 sheets1st bin to 20th bin : 50 sheetsTotal : 1,100 sheets (Letter or smaller, weighing 20 lbs.)Total : 600 sheets (Larger than Letter, weighing 20 lbs.)• Special Paper<ul style="list-style-type: none">Transparencies : 10 sheets (Max. paper size Letter)Thick paper, Onion skin paper : 10 sheets Sort Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none">• Plain paper, Recycled paper<ul style="list-style-type: none">1st bin to 20th bin : 50 sheets/binTotal : 1,000 sheets (Letter or smaller, weighing 20 lbs.)Total : 600 sheets (Larger than Letter, weighing 20 lbs.) | | |
| Punching | Acceptable paper size | : 11" × 17"L to Letter | |
| | Punch Hole | : 2-Hole or 3-Hole | |
| Power Source | DC24V supplied from copier | | |
| Power Consumption | 72W or less | | |
| Dimensions | Width : 16-3/4" | Depth : 23-3/4" | Height : 37-3/4" |
| Weight | 97 lbs. | | |
| Accessories | Staple Cartridge, 5,000 staples / cartridge × 1 piece | | |

20-Bin Multi-Staple Sorter FA-S740

| | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No. of Bins | Non-Sort Bin + 20 Sort Bins |
| Modes | Non-Sort Mode, Sort Mode, Group Mode, Sort-Staple Mode, Hole Punch Mode, Manual Staple Mode |
| Kinds of Paper | Non-Sort Mode, Hole Punch Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper • Special Paper <ul style="list-style-type: none"> Thick paper, Transparencies, Onion skin paper Sort-Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper |
| Paper Size | Non-Sort Mode, Sort Mode, Group Mode : 11" × 17"L to 5-1/2" × 8-1/2" L Sort Staple Mode <ul style="list-style-type: none"> • Top Slant Staple : 11" × 17"L, Legal L, Letter L, Letter C • 2 Point Staple : 11" × 17"L, Letter C • Top Staple : Legal L, Letter L |
| Capacity of Bins | Non-Sort Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> Non-Sort bin : 250 sheets 1st bin to 20th bin : 50 sheets/bin Total : 1,250 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) • Special Paper <ul style="list-style-type: none"> Transparencies : 10 sheets (Max. paper size Letter) Thick paper, Onion skin paper : 10 sheets Sort Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> 1st bin to 20th bin : 50 sheets/bin Total : 1,000 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) |
| Manual Stapling | Plain Paper : 50 sheets |
| Punching | Acceptable paper size : 11" × 17" L to Letter Punch Hole : 2-Hole or 3-Hole |
| Power Source | DC24V supplied from copier |
| Power Consumption | 72W or less |
| Dimensions | Width : 22-3/4" Depth : 25" Height : 37-3/4" |
| Weight | 123-1/2 lbs. |
| Accessories | Staple Cartridge, 5,000 staples / cartridge × 1 piece |

1. Specifications

Multi-Staple Sorter Finisher FA-S750

| | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No. of Bins | Non-Sort Bin + 20 Sort Bins |
| Modes | Non-Sort Mode, Sort Mode, Group Mode, Sort-Staple Mode, Hole Punch Mode, Manual Staple Mode |
| Kinds of Paper | Non-Sort Mode, Hole Punch Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper • Special Paper <ul style="list-style-type: none"> Thick paper, Transparencies, Onion skin paper Sort-Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper |
| Paper Size | Non-Sort Mode, Sort Mode, Group Mode : 11" × 17"L to 5-1/2" × 8-1/2" L Sort Staple Mode <ul style="list-style-type: none"> • Top Slant Staple : 11" × 17"L, Legal L, Letter L, Letter C • 2 Point Staple : 11" × 17"L, Letter C • Top Staple : Legal L, Letter L |
| Capacity of Bins | Non-Sort Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> Non-Sort bin : 200 sheets 1st bin to 20th bin : 50 sheets/bin Total : 1,200 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) • Special Paper <ul style="list-style-type: none"> Transparencies : 10 sheets (Max. paper size Letter) Thick paper, Onion skin paper : 10 sheets Sort Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> 1st bin to 20th bin : 50 sheets/bin Total : 1,000 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) |
| Punching | Acceptable paper size : 11" × 17"L to Letter Punch Hole : 2-Hole or 3-Hole |
| Power Source | DC24V supplied from copier |
| Power Consumption | 72W or less |
| Dimensions | Width : 22-3/4" Depth : 25" Height : 37-3/4" |
| Weight | 124-1/4 lbs. |
| Accessories | Staple Cartridge, 5,000 staples / cartridge × 1 piece |

3000-Sheet Large Capacity Cassette FA-L3000

| | |
|-------------------|------------------------------------------------------------|
| Kinds of Paper | Plain paper, Recycled paper |
| Paper Size | Letter C |
| Capacity | 3,000 sheets (20 lbs.) |
| Power Source | DC24V supplied from copier |
| Power Consumption | 30W or less |
| Dimensions | Width : 11-1/2" Depth : 17-1/2" Height : 19-3/4" |
| Weight | 28-3/4 lbs. |

Multi-Staple Sorter Finisher FA-S755

| | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No. of Bins | Non-Sort Bin + 20 Sort Bins |
| Modes | Non-Sort Mode, Sort Mode, Group Mode, Sort-Staple Mode, Hole Punch Mode, Manual Staple Mode |
| Kinds of Paper | Non-Sort Mode, Hole Punch Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper • Special Paper <ul style="list-style-type: none"> Thick paper, Transparencies, Onion skin paper Sort-Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper |
| Paper Size | Non-Sort Mode, Sort Mode, Group Mode : 11" × 17"L to 5-1/2" × 8-1/2" L Sort Staple Mode <ul style="list-style-type: none"> • Top Slant Staple : 11" × 17"L, Legal L, Letter L, Letter C • 2 Point Staple : 11" × 17"L, Letter C • Top Staple : Legal L, Letter L |
| Capacity of Bins | Non-Sort Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> Non-Sort bin : 200 sheets 1st bin to 20th bin : 50 sheets/bin Total : 1,200 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) • Special Paper <ul style="list-style-type: none"> Transparencies : 10 sheets (Max. paper size Letter) Thick paper, Onion skin paper : 10 sheets Sort Mode, Group Mode, Sort-Staple Mode <ul style="list-style-type: none"> • Plain paper, Recycled paper <ul style="list-style-type: none"> 1st bin to 20th bin : 50 sheets/bin Total : 1,000 sheets (Letter or smaller, weighing 20 lbs.) Total : 600 sheets (Larger than Letter, weighing 20 lbs.) |
| Punching | Acceptable paper size : 11" × 17"L to Letter Punch Hole : 2-Hole or 3-Hole |
| Power Source | DC24V supplied from copier |
| Power Consumption | 72W or less |
| Dimensions | Width : 22-3/4" Depth : 25" Height : 37-3/4" |
| Weight | 124-1/4 lbs. |
| Accessories | Staple Cartridge, 5,000 staples / cartridge × 1 piece |

Large Capacity Paper Cassette FA-L3005

| | |
|-------------------|------------------------------------------------------------|
| Kinds of Paper | Plain paper, Recycled paper |
| Paper Size | Letter C |
| Capacity | Up to 3,400 sheets (20 lbs.) |
| Power Source | DC24V supplied from copier |
| Power Consumption | 30W or less |
| Dimensions | Width : 11-1/4" Depth : 17-1/2" Height : 19-3/4" |
| Weight | 31-1/4 lbs. |

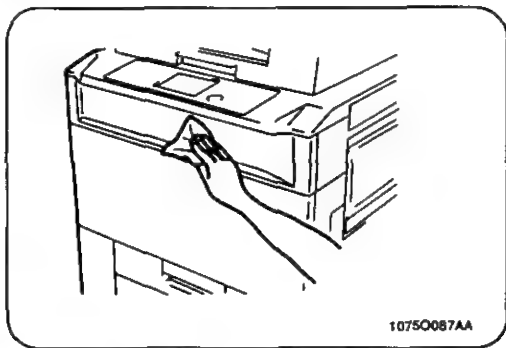
2. Care of the Copier

Cleaning

(Turn OFF the Power Switch of the copier when cleaning.)

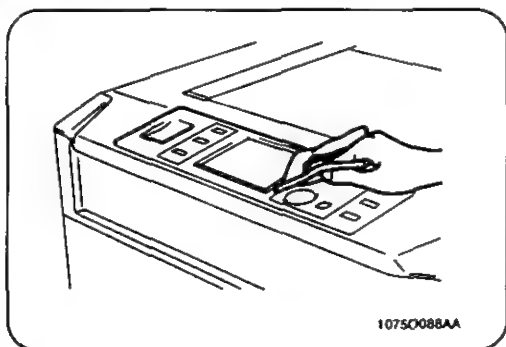
Housing

- 1 Wipe the surface of the Housing clean with a soft cloth dampened with mild home detergent.



Control Panel

- 1 Turn the Power Switch OFF.
- 2 Wipe the surface of the Control Panel clean with a soft, dry cloth.

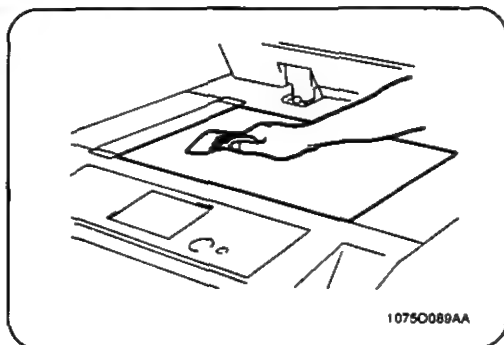


NOTE

NEVER use a glass cleaner or any other detergent to avoid damage to the control panel keys and Touch Panel.

Original Glass

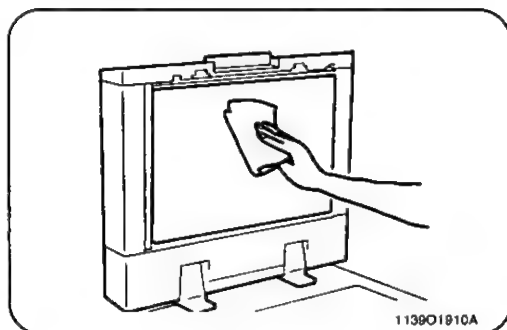
- 1 Raise the document feeder.
- 2 Wipe the surface of the Original Glass clean with a soft, dry cloth.



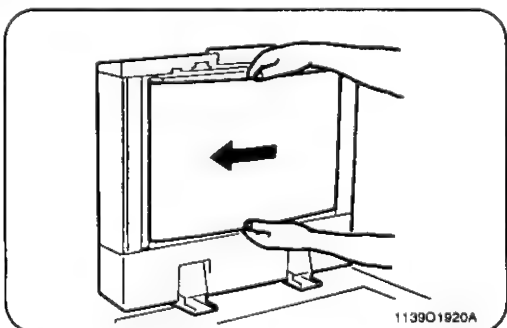
Document Transport Belt

1 Raise the Document Feeder.

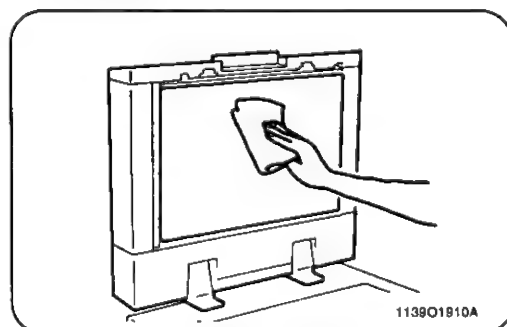
2 Wipe the surface of the Document Transport Belt clean with a soft cloth dampened with mild home detergent.



3 Hold the Document Transport Belt by both edges and pull it to the left to expose a fresh surface.



4 Wipe the fresh surface clean using the soft cloth dampened with mild home detergent.

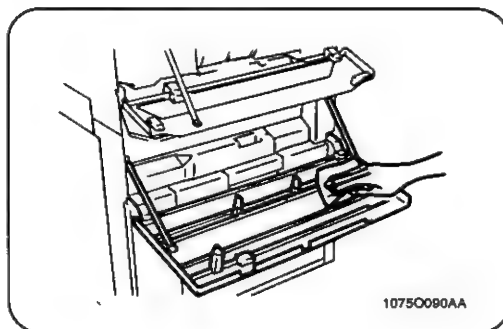


Repeat these steps until the entire surface of the Belt is wiped clean.

Front Door

1 Swing down the Front Door.

2 Wipe the inside of the Front Door clean with a soft cloth.



3. Function Combination Matrix

| Function Set Last Function Set First | | | | Basic | | | | Orig. ▶ Copy | | | | | | | | | | |
|---------------------------------------------|-------------------|--------------|---|------------|--------------|-----------|--------------|--------------|-------|-------|-------|-------------|-------------|------------|-------------|----------|----------|-------------|
| | | | | Paper | | Zoom | | 1 ▶ 1 | 1 ▶ 2 | 2 ▶ 1 | 2 ▶ 2 | 1[2in1] ▶ 1 | 2[2in1] ▶ 1 | 1 ▶ [2in1] | 1 ▶ 2[2in1] | Book ▶ 1 | Book ▶ 2 | Mixed Orig. |
| | | | | Auto Paper | Manual Paper | Auto Size | Manual Ratio | | | | | | | | | | | |
| Basic | Paper | Auto Paper | | | ▲ | ▲ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ▲ | ○ |
| | | Manual Paper | | ▲ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| | Zoom | Auto Size | | ▲ | ○ | | ▲ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ▲ | ○ |
| | | Manual Ratio | | ○ | ○ | ▲ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Orig. ▶ Copy | 1 ▶ 1 | | ○ | ○ | ○ | ○ | | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ○ |
| | 1 ▶ 2 | | ○ | ○ | ○ | ○ | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ○ |
| | 2 ▶ 1 | | ○ | ○ | ○ | ○ | ▲ | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ○ |
| | 2 ▶ 2 | | ○ | ○ | ○ | ○ | ▲ | ▲ | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ○ |
| | 1[2in1] ▶ 1 | | ○ | ○ | ○ | ○ | ▲ | ▲ | ▲ | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ○ |
| | 2[2in1] ▶ 1 | | ○ | ○ | ○ | ○ | ▲ | ▲ | ▲ | ▲ | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | ○ |
| | 1 ▶ [2in1] | | ○ | ○ | ○ | ○ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | | ▲ | ▲ | ▲ | ▲ | ○ |
| | 1 ▶ 2[2in1] | | ○ | ○ | ○ | ○ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | | ▲ | ▲ | ▲ | ○ |
| | Book ▶ 1 | | △ | ○ | △ | ○ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | | ▲ | ▲ | △ |
| | Book ▶ 2 | | △ | ○ | △ | ○ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | | ▲ | △ |
| | Mixed Orig. | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ▲ | | |
| Finishing | Non-Sort | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| | Sort | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| | Group | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| | Sort-&Staple | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ▲ | D |
| | Manual Staple | | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ |
| | Hole Punch | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Auxiliary | Cover | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | △ | △ | △ | |
| | Page Insertion | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | △ | △ | △ | |
| | OHP Inter-leaving | Single Copy | | △ | △ | ○ | ○ | ○ | △ | ○ | △ | △ | △ | △ | △ | △ | △ | ○ |
| | | Multi Copy | | △ | △ | ○ | ○ | ○ | △ | ○ | △ | △ | △ | △ | △ | △ | △ | ○ |
| | File Margin | Right | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| | | Left | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| | | Reduce | | ○ | B | ○ | B | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ |
| | | 2-in-1 | | ○ | B | ○ | B | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ○ | ○ | △ | △ | ○ |
| Edge/Frame Erase | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | |
| Interrupt | | | ○ | ○ | ○ | ○ | ○ | △ | ○ | △ | ○ | ○ | △ | ○ | △ | ○ | | |
| Multi Bypass, without Size Input | | | ▲ | ▲ | △ | ○ | ○ | ◆ | ○ | ◆ | ◆ | ◆ | ○ | ◆ | ◆ | ◆ | A | |
| Multi Bypass, with Size Input | | | ▲ | ▲ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | |
| Job Memory | | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | |
| ADF / SADF Mode | | | — | — | — | — | — | — | — | — | — | — | — | — | — | — | | |

- : The functions can be combined.
- : The functions can be combined (though a miscopy could result).
- △ : The functions cannot be combined. (The function set first takes precedence.)
- ▲ : The functions cannot be combined. (The function set last takes precedence.)

3. Function Combination Matrix

| Function Set Last Function Set First | | | Finishing | | | | | | Auxiliary | | | | | | | | | | Interrupt | Multi Bypass, without Size Input | Multi Bypass, with Size Input | Job Memory | ADF / SADF Mode |
|-----------------------------------------|-------------------|--------------|-----------|------|-------|--------------|---------------|------------|-----------|----------------|-------------------|---|-------------|---|---|---|------------------|---|-----------|----------------------------------|-------------------------------|------------|-----------------|
| | | | Non-Sort | Sort | Group | Sort-&Staple | Manual Staple | Hole Punch | Cover | Page Insertion | OHP Inter-leaving | | File Margin | | | | Edge/Frame Erase | | | | | | |
| Basic | Paper | Auto Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ▲ | ○ | ○ | ○ | ○ | ○ | ○ | ◇ | ○ | ○ | ○ | |
| | | Manual Paper | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ▲ | ○ | ○ | B | B | ○ | ○ | ▲ | ▲ | ○ | ○ | |
| | Zoom | Auto Size | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ◇ | ○ | ○ | ○ | |
| | | Manual Ratio | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | B | B | ○ | ○ | ○ | ○ | ○ | ○ | |
| Orig. ▶ Copy | 1 ▶ 1 | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ○ | ○ | | |
| | 1 ▶ 2 | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | △ | ○ | △ | ◆ | ○ | ○ | | |
| | 2 ▶ 1 | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ▲ | ○ | ○ | ▲ | | |
| | 2 ▶ 2 | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | △ | ○ | △ | ◆ | ○ | ▲ | | |
| | 1[2in1] ▶ 1 | | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | △ | ○ | ○ | ○ | △ | ○ | ○ | ◆ | ○ | ▲ | | |
| | 2[2in1] ▶ 1 | | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | △ | △ | ○ | ○ | ○ | △ | ○ | ▲ | ◆ | ○ | ▲ | | |
| | 1 ▶ [2in1] | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | | |
| | 1 ▶ 2[2in1] | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | △ | ◆ | ○ | ▲ | | |
| | Book ▶ 1 | | ○ | ○ | ○ | △ | ○ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | ○ | ▲ | ◆ | ○ | ▲ | | |
| | Book ▶ 2 | | ○ | ○ | ○ | △ | ○ | ○ | △ | △ | △ | △ | ○ | ○ | △ | △ | ○ | △ | ◆ | ○ | ▲ | | |
| Mixed Orig. | | ○ | ○ | ○ | D | ○ | ○ | ▲ | ▲ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ▲ | ▲ | ▲ | ○ | ○ | | |
| Finishing | Non-Sort | | | ▲ | ▲ | ▲ | △ | ○ | ○ | ○ | F | ▲ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| | Sort | | ▲ | | ▲ | ▲ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ◆ | ○ | ○ | | |
| | Group | | ▲ | ▲ | | ▲ | ○ | ○ | ○ | ○ | ▲ | ▲ | ○ | ○ | ○ | ○ | ○ | ▲ | ◆ | ○ | ○ | | |
| | Sort-&Staple | | ▲ | ▲ | ▲ | | △ | ○ | ○ | ○ | ▲ | ○ | ● | ○ | ○ | ● | ○ | ▲ | ◆ | ○ | ▲ | | |
| | Manual Staple | | △ | △ | △ | △ | | △ | △ | △ | △ | △ | △ | △ | △ | △ | △ | ▲ | △ | △ | ▲ | | |
| | Hole Punch | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ▲ | ● | ○ | ○ | ● | ○ | ▲ | ◆ | ○ | ○ | | |
| Auxiliary | Cover | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ▲ | | |
| | Page Insertion | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | △ | △ | ○ | ○ | ○ | ○ | ○ | △ | ○ | ○ | ○ | ▲ | | |
| | OHP Inter-leaving | Single Copy | E | ○ | △ | △ | △ | △ | △ | | ▲ | ○ | ○ | ○ | △ | ○ | △ | △ | △ | ○ | ▲ | | |
| | | Multi Copy | △ | ○ | △ | ○ | ○ | △ | △ | △ | ▲ | | ○ | ○ | ○ | △ | ○ | △ | △ | △ | ▲ | | |
| | File Margin | Right | ○ | ○ | ○ | ● | ○ | ● | ○ | ○ | ○ | ○ | | ▲ | ○ | ▲ | ○ | ▲ | ○ | ○ | ○ | | |
| | | Left | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | | ○ | ▲ | ○ | ▲ | ○ | ○ | ○ | | |
| | | Reduce | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ▲ | ○ | ▲ | ◆ | ○ | ○ | | |
| | | 2-in-1 | ○ | ○ | ○ | ● | ○ | ● | ○ | ○ | △ | △ | ▲ | ▲ | ▲ | | ○ | ▲ | ◆ | ○ | ▲ | | |
| | Edge/Frame Erase | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ▲ | ◆ | ○ | ○ | | |
| | Interrupt | | ○ | △ | △ | △ | △ | △ | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | △ | ○ | |
| Multi Bypass, without Size Input | | ○ | ◆ | ◆ | ◆ | △ | ◆ | ○ | ○ | C | C | ○ | ○ | ◆ | A | ◆ | ▲ | | △ | ○ | ○ | | |
| Multi Bypass, with Size Input | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | C | C | ○ | ○ | ○ | ○ | ○ | ▲ | △ | | ○ | ○ | | |
| Job Memory | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | | |
| ADF / SADF Mode | | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | ○ | | |

◇ : The functions cannot be combined.
(The function set last takes precedence. The function set first is automatically canceled.
Cover, Page Insertion, or OHP Interleaving, if combined, is not canceled.)

◆ : The functions cannot be combined.
(Either one of the functions must be canceled before a copy cycle can be initiated.)

3. Function Combination Matrix

| |
|------------------------------------------|
| Conditions for Combined Functions |
|------------------------------------------|

- A** : The functions can be combined if Auto Paper or Auto Size is not selected (with some chance of miscopy). If either has been selected, the function which is set first takes precedence.
- B** : The combination is possible if Auto Paper or Auto Size has been set, but not if Manual is set. (One of the functions must be canceled before a copy cycle can be initiated.)
- C** : When OHP Interleaving is selected, the copier automatically selects Letter crosswise paper and therefore you cannot select paper of any other size. If none of the paper sources of the copier is loaded with Letter crosswise paper, Letter lengthwise is next selected. You cannot select OHP Interleaving, however, if neither Letter crosswise nor Letter lengthwise paper is loaded in the copier.
- D** : Stapling can occur only if the copies fed out are of the same width.
- E** : The combination is possible if the copier is not equipped with a Sorter.
(If a Sorter is attached, the function set first, OHP Interleaving, takes precedence.)
- F** : The combination is possible if the copier is not equipped with a Sorter.
(If a Sorter is attached, the function set first, Non-Sort, is automatically switched to Sort to run a copy cycle for OHP Interleaving.)

4. Description of Copy Paper Size and Zoom Ratio Table

Paper Size

| Name | Size (Metric) | Size (Inch) |
|-----------|-----------------|-------------------|
| A3 | 297 mm × 420 mm | 11-3/4" × 16-1/2" |
| B4 | 257 mm × 364 mm | 10" × 14-1/4" |
| A4 | 210 mm × 297 mm | 8-1/4" × 11-3/4" |
| B5 | 182 mm × 257 mm | 7-1/4" × 10" |
| A5 | 148 mm × 210 mm | 5-3/4" × 8-1/4" |
| B6 | 128 mm × 182 mm | 5" × 7-1/4" |
| A6 | 105 mm × 148 mm | 4-1/4" × 5-3/4" |
| POST CARD | 100 mm × 148 mm | 4" × 5-3/4" |

| Name | Size (Inch) | Size (Metric) |
|-------------------|------------------|-----------------|
| LEDGER | 11" × 17" | 279 mm × 432 mm |
| 11" × 14" | 11" × 14" | 279 mm × 356 mm |
| COMPUTER | 10-1/8" × 14" | 257 mm × 356 mm |
| 10" × 14" | 10" × 14" | 254 mm × 356 mm |
| 9-1/4" × 14" | 9-1/4" × 14" | 236 mm × 356 mm |
| LEGAL | 8-1/2" × 14" | 216 mm × 356 mm |
| FOOLSCAP | GOVERNMENT LEGAL | 8-1/2" × 13" |
| FOOLSCAP | | 8" × 13" |
| FOOLSCAP | | 8-2/3" × 13" |
| FOOLSCAP | FOLIO | 8-1/4" × 13" |
| 8-1/4" × 11-3/4" | 8-1/4" × 11-3/4" | 210 mm × 301 mm |
| LETTER | 8-1/2" × 11" | 216 mm × 279 mm |
| GOVERNMENT LETTER | 8" × 10-1/2" | 203 mm × 267 mm |
| QUARTO | 8" × 10" | 203 mm × 254 mm |
| INVOICE | STATEMENT | 5-1/2" × 8-1/2" |
| | | 140 mm × 216 mm |

Zoom Ratio Table (Original Size to Copy Paper Size)

| Metric Areas | | |
|------------------------------------------------|-----------------|------------|
| Original Size | Copy Paper Size | Zoom Ratio |
| A3 297 × 420 mm 11-3/4" × 16-1/2" | A4 | ×0.707 |
| | A5 | ×0.500 |
| | B4 | ×0.866 |
| | B5 | ×0.610 |
| A4 210 × 297 mm 8-1/4" × 11-3/4" | A5 | ×0.707 |
| | A6 | ×0.500 |
| | B5 | ×0.866 |
| | B6 | ×0.610 |
| A5 148 × 210 mm 5-3/4" × 8-1/4" | A3 | ×1.414 |
| | B4 | ×1.224 |
| | A6 | ×0.707 |
| | B6 | ×0.866 |
| A6 105 × 148 mm 4-1/4" × 5-3/4" | A4 | ×1.414 |
| | A3 | ×2.000 |
| | B4 | ×1.733 |
| | B5 | ×1.224 |
| B4 257 × 364 mm 10" × 14-1/4" | A4 | ×2.000 |
| | A5 | ×1.414 |
| | B5 | ×1.733 |
| | B6 | ×1.224 |
| B5 182 × 257 mm 7-1/4" × 10" | A4 | ×0.816 |
| | A5 | ×0.577 |
| | B6 | ×0.707 |
| | B6 | ×0.500 |
| B6 128 × 182 mm 5" × 7-1/4" | A3 | ×1.154 |
| | A4 | ×1.414 |
| | A6 | ×0.816 |
| | A6 | ×0.577 |

| Inch Areas | | |
|-------------------------------------------------------|-----------------|------------|
| Original Size | Copy Paper Size | Zoom Ratio |
| 11" × 17" 279.4 × 431.8 mm | 11" × 14" | ×0.823 |
| | Legal | ×0.772 |
| | Foolscap | ×0.764 |
| | Letter | ×0.647 |
| 11" × 15" 279.4 × 381 mm | Invoice | ×0.500 |
| | 11" × 14" | ×0.933 |
| | Legal | ×0.772 |
| | Foolscap | ×0.772 |
| 11" × 14" 279.4 × 355.6 mm | Letter | ×0.733 |
| | Invoice | ×0.500 |
| | Legal | ×0.772 |
| | Foolscap | ×0.772 |
| Legal 8-1/2" × 14" 215.9 × 355.6 mm | Letter | ×0.772 |
| | Invoice | ×0.772 |
| | Foolscap | ×0.928 |
| | Letter | ×0.785 |
| Foolscap 8-1/2" × 13" 215.9 × 330.2 mm | Invoice | ×0.607 |
| | 11" × 17" | ×1.214 |
| | Letter | ×0.846 |
| | Invoice | ×0.647 |
| Letter 8-1/2" × 11" 215.9 × 279.4 mm | 11" × 17" | ×1.294 |
| | 11" × 14" | ×1.076 |
| | Invoice | ×1.294 |
| | Letter | ×1.272 |
| Invoice 5-1/2" × 8-1/2" 139.7 × 215.9 mm | 11" × 17" | ×1.294 |
| | 11" × 14" | ×1.076 |
| | Legal | ×1.294 |
| | Foolscap | ×1.294 |

Zoom Ratio = Copy Paper Size ÷ Original Size

1" (inch) = 25.4 mm
1 mm = 0.0394" (inch)

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